2014 VASCULAR ANNUAL MEETING BOSTON JUNE 5–7

2014 EXHIBIT HALL SCHEDULE

Exhibit Hall Move-In	
Date:	**Time:**
Tuesday, June 3	8:00 a.m. – 5:00 p.m.
Wednesday, June 4	8:00 a.m. – 5:00 p.m.
Thursday, June 5	7:00 a.m. – 10:00 a.m.

Exhibit Hall Open		
Date:	**Time:**	**Notes:**
Thursday, June 5	12:00 p.m. – 6:30 p.m.	Opening reception Thursday night from 5:30 to 6:30. Lunch in the exhibit hall at Noon and periodic coffee breaks each day.
Friday, June 6	9:30 a.m. – 4:30 p.m.	
Saturday, June 7	9:00 a.m. – 1:00 p.m.	

Exhibit Hall Move-Out		
Date:	**Time:**	**Notes:**
Saturday, June 7	1:00 p.m. – 9:00 p.m.	Booths must be packed by 8 pm Saturday night. Freight load out only on Sunday.
Sunday, June 8	8:00 a.m. – 10:00 a.m.	

Your BOOTH includes:

- 8’ high teal and white back drape, and 3’ high teal side drape
- Five registrations per 100 square feet of exhibit space, including plenary session access
- One electronic list of pre-registered attendees to be distributed in April 2014
- One electronic list of all attendees distributed approximately two weeks after the meeting
- One 7” x 44” sign identifying your company and booth number
- Listing on the online Vascular Annual Meeting’s floor plan
- Early sign-up for the 2015 Vascular Annual Meeting in Chicago, Illinois

IMPORTANT: YOU MUST CARPET YOUR BOOTH! Carpet is not included with your booth. The aisles will be carpeted with tuxedo, a mixture of grey and black.

Your TABLE TOP in Vascular Row includes:

- One 6’ skirted table
- Two chairs
- Green carpet
- Five registrations, including plenary session access
- One 7” x 44” sign identifying your company and booth number

Host Organization	Exhibit Hall Manager	General Service Contractor
Society for Vascular Surgery 633 N. St. Clair Street, 22nd FL Chicago, IL 60611 Phone: 312-334-2312 Fax: 312-334-2320 Contact: Debbie Wallentin, CMP DWallentin@sbcglobal.net	Corcoran Expositions, Inc. 200 W. Adams Street, Suite 2600 Chicago, IL 60606 Phone: 312-541-0567 Fax: 312-541-0573 Contact: Dan Corcoran Dan@CorcExpo.com	Freeman 275 Bodwell Street Avon, MA 02322 Phone: 508-894-5100 Fax: 469-621-5608 Contact: Exhibitor Services FreemanBoston@Freemanco.com

2014 VASCULAR ANNUAL MEETING BOSTON JUNE 5–7

IMPORTANT DATES

The following exhibitor **DEADLINES** represent cut-off dates or the last day that orders must be received **with payment** by the vendors indicated to be eligible for discounted rates.

GENERAL DEADLINES

February 28	Booths Paid In Full
March 21	Meeting Room Requests Due
April 1	Company Descriptions Sent To Printer For Show Guide
April 14	Vascular Live Applications Due
May 23	Giveaway Approval Form Due

REGISTRATION AND HOTEL DEADLINES

March 3	Housing Opens
April 4	Group Housing Forms Due
April 7	Lead Retrieval Early Bird Price Deadline
April 22	Lead Retrieval Advanced Price Deadline
May 7	Individual Housing Deadline
May 16	Extra Badge Order Form Deadline
May 20	Hotel Confirmation Numbers Issued

SHIPPING DEADLINES

May 5	Advance Warehouse Opens for Freight Delivery
May 27	Last day to ship items to Advance Warehouse without incurring an additional after deadline charge
June 3	Direct Shipments Begin at Hynes Convention Center

INSTALLATION AND LABOR DEADLINES

May 9	Exhibitor Appointed Contractor (EAC) Form Due
May 13	Signage and Rigging Discount Deadline
May 13	Graphics and Signage Discount Deadline
May 13	Installation and Dismantle Labor Discount Deadline
May 13	Forklift & Rigging Labor Discount Deadline
June 3	Move-In Begins at 8:00 am

BOOTH SERVICES DEADLINES

May 12	Floral Services Discount Deadline
May 13	Furniture Discount Deadline
May 13	Carpet Discount Deadline
May 13	Booth Cleaning Discount Deadline
May 13	Network & Telecommunication Services Discount Deadline
May 13	Electric & Utility Services Discount Deadline
May 14	Catering Discount Deadline
May 21	Audio Visual Rental Discount Deadline

ADVERTISING DEADLINES

April 17	Vascular Connections Preview Issue (May 1) – Space Close Date
April 24	Vascular Connections Preview Issue (May 1) – Materials Due
May 1	Vascular Connections Annual Meeting Issues (June 5 - 7) – Space Close Date
May 8	Vascular Connections Annual Meeting Issues (June 5 - 7) – Materials Due

2014 VASCULAR ANNUAL MEETING BOSTON JUNE 5–7

CONTACT INFORMATION

Please use this quick reference guide to identify the proper contact to answer all of your questions regarding your participation in the 2014 Vascular Annual Meeting. ***Please refer to the specific order form in your kit prior to calling the vendor.***

Advertising Sales Frontline Medical Communications Contact: Tracy Murray	Phone: 973-290-8218 Fax: 973-206-9378 Email: tmurray@frontlinemedcom.com
Audio Visual / Computer Rental Rillahan & Associates	Phone: 978-863-0200 Fax: 530-730-3772 Email: Orders@Rillahan.com
Electrical / Utility Services Freeman Contact: Exhibitor Services	Phone: 508-894-5100 Fax: 469-621-5608 Email: FreemanBoston@freemanco.com
Exhibit Hall Sales & Management Corcoran Expositions, Inc. Contact: Dan Corcoran	Phone: 312-541-0567 Fax: 312-541-0573 Email: Dan@CorcExpo.com
Floral Services Convention Foliage	Phone: 210-637-7229 Fax: 210-637-7243 Email: Info@ConventionFoliage.com
General Service Contractor Freeman Contact: Exhibitor Services	Phone: 508-894-5100 Fax: 469-621-5608 Email: FreemanBoston@freemanco.com
Hotel Reservations Wyndham Jade Convention Housing	Domestic Phone: 866-546-4299 International Phone: 972-349-5403 Fax: 972-349-7715
Lead Retrieval CompuSystems, Inc.	Domestic Phone: 866-600-5323 International Phone: 708-786-5565 Fax: 708-344-4444
Meeting Room Requests Society for Vascular Surgery Contact: Debbie Wallentin	Phone: 847-680-4855 Fax: 847-680-5283 Email: DWallentin@sbcglobal.net
Photography / Video Services Oscar Einzig	Phone: 312-922-0056 Fax: 312-922-2866
Press Information Society for Vascular Surgery Contact: Keri Kramer	Phone: 312-334-2316 Email: KKramer@VascularSociety.org
Registration CompuSystems, Inc.	Domestic Phone: 877-303-0717 International Phone: 708-786-0717 Fax: 708-344-4444
Sponsorship Opportunities Society for Vascular Surgery Contact: Debbie Wallentin	Phone: 847-680-4855 Fax: 847-680-5283 Email: DWallentin@sbcglobal.net
TRAFFICMAX (Registration List Rental) CompuSystems, Inc.	Domestic Phone: 866-600-5323 International Phone: 708-786-5565 Fax: 708-344-4444

2014 VASCULAR ANNUAL MEETING BOSTON JUNE 5–7

ADDITIONAL OPPORTUNITIES

Sponsorship Opportunities

A variety of high visibility sponsorship opportunities are available exclusively to exhibitors, including the new mobile application for smartphones mentioned below! Opportunities include:

- Social Events and Food Service
- Registrant Amenities
- Advertising

SVS sponsorships offer proven methods for exposing your products or services to attendees, building traffic to your booth and helping prepare clients for your personal message in face-to-face discussions. Remember, opportunities are available in all price ranges! Please contact Debbie Wallentin at 847-680-4855 or DWallentin@sbcglobal.net for more information.

Advertising Opportunities

Exhibitors are encouraged to advertise in the official show paper, **Vascular Connections**. The preview edition of Vascular Connections will be mailed to 6,000 physicians in late April. For additional information please consult the rate card included with this exhibitor service manual.

Satellite Symposia

To assist in maximizing your exposure to this very influential group of attendees, SVS is once again offering exhibitors the opportunity to sponsor the Satellite Symposia. Time slots are sold on a first-come, first-served basis. Please contact Debbie Wallentin at 847-680-4855 or DWallentin@sbcglobal.net for more information.

Vascular Live Interactive Theater Experience

Vascular Live is a new interactive experience at the Vascular Annual Meeting that puts exhibitors face-to-face with vascular surgeons in the exhibit hall. On the Vascular Live stage, exhibitors will present new ideas, showcase breakthrough technologies and discuss the latest trends in vascular surgery. The presentations are scheduled during unopposed coffee and lunch breaks to maximize attendance. Additionally, the Vascular Live stages are located immediately adjacent to the coffee break and lunch stations in the exhibit hall, with ample seating for attendees. Reserve a time slot today!

TrafficMax – Attendee List Rental

Maximize traffic to your booth by taking advantage of TrafficMax trade show list rental and promotional services. Services include targeted attendee list rental, integrated broadcast email service, and customized postcard service. Please see the TrafficMax form in this manual for detailed pricing information.

Mobile Phone App

SVS ConnectMe Mobile offers a unique opportunity to put your company's information right into the hands of buyers. In 2013, the app was downloaded by more than 44% of the attendees and exhibitors. As the official Smartphone app, SVS ConnectMe Mobile is a must-have guide for attendees. There's no better place to advertise and it's never been easier to reach attendees and increase traffic. Features include:

- A searchable, up-to-date online program, including abstracts
- Exhibitor directory, sessions and speakers
- Automated matching functionality connecting exhibitors to attendees based upon registration demographic information
- Appointment scheduler allowing attendees to create and manage appointments with exhibitors both on and off the show floor
- Agenda builder listing the itinerary of session and exhibitor appointments currently scheduled for the attendee
- Messaging service allowing show management to provided up-to-date program updates
- Link to the real-time exhibitor floor plan

Applicable devices include iPhone, iPad, Android and Blackberry.

EXHIBITOR BADGE ORDER FORM

DEADLINE: MAY 16, 2014

☐ FIRST REQUEST ☐ REVISION

Please Check Your Choice for Badge Pickup

☐ BADGES TO BE PICKED UP BY KEY CONTACT

***Key Contact must also be listed under Booth Personnel to receive a badge.**

☐ BADGES HELD FOR INDIVIDUAL PICK-UP ON-SITE

Each exhibiting company is entitled to register 5 booth personnel per 10' x 10' contracted booth space at no extra cost. **Additional badges are $100.00 each.** Payment must accompany this form.

Please Print. No more than 20 letters or spaces per line. Photocopy this form as necessary.

COMPANY _____ BOOTH NUMBER _____

KEY CONTACT _____

ADDRESS _____

CITY/STATE/POSTAL CODE/COUNTRY _____

TELEPHONE _____ FAX _____

EMAIL _____

BOOTH PERSONNEL: **TITLE:**

1. _____ _____
2. _____ _____
3. _____ _____
4. _____ _____
5. _____ _____

TOTAL AMOUNT DUE:$ _____

FORM OF PAYMENT: ☐ CHECK (made payable to SVS) CREDIT CARD* ☐ AMERICAN EXPRESS ☐ VISA ☐ MASTERCARD

CARD NUMBER: _____ EXP. DATE: _____

CARDHOLDER'S SIGNATURE: _____ PRINT NAME: _____

***THIS CARD WILL ALSO BE BILLED FOR ANY BADGES OVER ALLOTMENT.**

☐ **WE ARE A VASCULAR ROW PARTICIPANT AND WOULD PREFER OUR BADGES TO READ:**

☐VASCULAR ROW ☐EXHIBITOR

(NOTE: CHARGE FOR ADDITIONAL BADGES DOES NOT APPLY TO VASCULAR ROW PARTICIPANTS)

RETURN FORM TO: SVS Exhibitor Registration ♦ c/o **CompuSystems, Inc.**
PO Box 6271, Broadview, IL 60155
Telephone: 877-303-0717 **Fax: 708-344-4444**

EXHIBITOR HOTEL RESERVATION INFORMATION

Housing Opens March 3, 2014

SVS Official Housing Services Provider:
Wyndham Jade Convention Housing

Housing Services (among others) provided by Wyndham Jade

- Dedicated SVS exhibitor phone lines and an easy-to-use website to book your rooms
- Create room blocks online, allowing you to provide names and travel dates at a later time
- Suite Specialist – Assists you to book suites according to your specific needs
- Rooming list uploads, from Excel, into the system
- Name changes / Date changes
- Last-minute room additions
- Challenge management
- Overall exceptional customer service

With the ongoing need for associations to validate their buying power to top convention cities, we are pleased that WJ is on our side! And we encourage you to use these services!

No Contracts

- Group blocks do not require a contract and you will not be held responsible for any potential attrition damages.
- In exchange, SVS asks that you carefully prepare your room block request according to your most recent history.

Great Booking Terms

- SVS has reduced its deposit policy from two nights' room and tax to just one!
- This one night's room and tax will be charged upon reservation for individual reservations and when rooming list is due for group blocks.

Priority Points and More – IF you reserve through official housing

- SVS will award **three priority points** to every exhibiting company booking their hotel accommodations through the SVS Housing Bureau. (Final points will be awarded after the meeting when final pick up reports are compiled.)
- **Best rate guarantee** – Each official hotel has contractually guarantees us the lowest rates over the Vascular Annual Meeting
- **Actual hotel confirmation number**! Though you will receive a Wyndham Jade housing acknowledgement upon booking, Wyndham Jade will forward the actual hotel confirmation number after May 20, 2014.

SVS Exhibitor Dedicated Housing Phone Numbers/Online Reservation Link:

- Toll Free: **866-546-4299** (US)
- **972-349-5403** (International)
- Reservations may also be made online.

Groups or Individuals

- Exhibitors requiring 10 or more sleeping rooms may request a block of rooms online or by completing the Exhibitor Housing Block Form located on the housing site.
- **Group Rooming Lists are due April 4, 2014**
  - Rooming lists will include names and arrival/departure on all rooms held, in addition to a deposit of one night's room and tax for each housed guest.
  - Rooms that were held and do not receive name / payment will be released at this time.
- **The cutoff for individual reservations is May 7, 2014**
- **Hotel confirmation numbers will be issued after May 20, 2014**

Official SVS Hotels:

- Sheraton Boston (Headquarters): $269 single/$289 double*
- Boston Marriott Copley Place: $275 single/double*
- Westin Copley Place: $289 single/double*

*All rates are quoted in USD and are subject to appropriate state, local and occupancy tax currently at 14.45%.

Note: Hotels will not accept direct reservations. Reservations must be made through SVS Housing Bureau.

SVS is committed to making housing within the official block a win/win process for all involved. Please let us know if you have any suggestions or challenges you would like to share.

Click here to make your reservation!

SVS 2014 Annual Meeting
June 5-7, Boston, MA
Exhibitor Group Housing
Block Request Form
10 or more rooms

Company_____Booth # _____

Contact Name _____
(This person is the only representative from your company authorized to request rooms or make changes.)

Address _____

City _____ State _____ Zip_____Country_____

E-Mail _____

Phone _____Fax_____
(Area/Country Code) (Area/Country Code)

HOTEL PREFERENCES: Please rank 1-3 in order of preference, with 1 being your first choice.

Hotel Choice	Distance to Convention Center	Hotel	Single	Double	Double/ Double	Triple	Quad
	2 blocks via Skybridge	**Marriott Copley Place**	$275	$275	$275	$295	$315
	Adjacent	**Sheraton Boston**	$269	$289	$289	$309	$329
	3 blocks via Skybridge	**Westin Copley Place**	$289	$289	$289	$309	$329

BLOCK PATTERN: *Please provide a night-by-night breakdown. Use the actual arrival and departure dates for your block.*

Rooms Needed	Mon June 2	Tue June 3 Exhibit Hall Set Up	Wed June 4 Exhibit Hall Set Up	Thu June 5 Exhibit Hall Open	Fri June 6 Exhibit Hall Open	Sat June 7 Exhibit Hall Open
Single 1person/1 bed						
Double 2 people/1 bed						
Double/Double 2 people/2 beds						
TOTALS:						

SUITES **Circle suite type needed:**
Dates Needed: Arrival _____ Departure _____ One Bedroom Two Bedrooms
Will you use this suite for hospitality? NO YES If YES, for how many people _____

PLEASE NOTE: All hotels require a deposit of one night's room and tax for each room reservation. Your credit card will be charged for each room reserved.

Check Enclosed (US Funds Only): $_____ Make checks payable to Wyndham Jade/SVS Housing

Charge to: ☐ American Express ☐ Discover ☐ MasterCard ☐ Visa

Name on Card _____

Credit Card #_____ Expiration Date _____

Signature _____ Date _____

If occupants of rooms are known at this time please submit completed Exhibitor Rooming List along with this form. Send or fax forms to the address or number below. Please call the phone number below if you have any questions.

SVS Housing / Wyndham Jade Support Services, 6100 W Plano Pkwy, Suite 3500, Plano, TX 75093
Phones: (866) 546-4299 or (972) 349-5403 Fax: (972) 349-7715

SVS 2014 Annual Meeting
June 5-7, Boston, MA
Exhibitor Group Housing
Block Request Form
10 or more rooms

Information Deadlines:

- Exhibitor room blocks will be assigned on a first come, first served basis, and are based on space availability.
- Your rooming list must be entered online via the block management function or submitted on a rooming list form no later than **April 4, 2014.** If your rooming list is not received by this date, your block will be released and reservations will then be on a space available basis.
- Though every effort will be made to accommodate requests for additional nights, these changes are subject to hotel's availability at the time the request is received.
- **The last day to submit changes and/or cancellations: May 27, 2014 prior to 5:00PM Central Standard Time.**
- **In order to confirm your most current information, you must continue to make all inquiries and changes with SVS's Support Services, not the hotel, through May 27th.** Though every effort will be made to accommodate requests for additional nights, these changes are subject to hotel's availability at the time the request is received.
- **After May 20, 2014**, SVS Housing will provide actual hotel confirmation numbers.

MEETING ROOM/ FUNCTION SPACE GUIDELINES

MEETING ROOM / FUNCTION SPACE
In accordance with the guidelines adopted by the SVS, exhibitors are not allowed to offer satellite symposia or social functions for professional attendees that directly conflict with the 2014 Vascular Annual Meeting program. Only approved satellite symposia may be offered to professional attendees on Wednesday through Friday evenings (see below). Meeting space and/or approval for social events can not be granted on these evenings. Saturday events may be offered in accordance with the schedule listed below. (Note: this does not apply to internal company meetings.)

SCHEDULE
If the intended audience includes registered participants at SVS's Vascular Annual Meeting, events may only be scheduled during the following times. There is no restriction on internal company meetings.

- ✓ **Wednesday, June 4** — **After 6:30 pm (Approved Satellite symposia only)**
- ✓ **Thursday, June 5** — **After 7:00 pm (Approved Satellite symposia only)**
- ✓ **Friday, June 6** — **After 5:30 pm (Approved Satellite symposia only)**
- ✓ **Saturday, June 7** — **After 5:00 pm**

CLINICAL TRIAL INVESTIGATOR MEETINGS
Exhibiting companies **may** conduct clinical trial investigator meetings during the Vascular Annual Meeting program. Holding such programs during the Thursday evening opening reception is discouraged. This opportunity is once again being offered in 2014.

INVITATION/REGISTRATION
Meeting sponsors are responsible for their own invitation and registration process. The Exhibitor Service Manual details how to purchase mailing lists or labels for members and pre-registered participants.

SIGNAGE
Sponsors may prepare **one** sign to be placed on an easel at the door of the assigned meeting room. Directional signage is at the discretion of the Sheraton Boston. Sponsor signs may not be affixed to the walls or to any facility equipment other than an easel, nor to any SVS signage. Signs may not exceed 28" wide x 44" high, or 30" wide by 40" high. Displays of signs not within the above guidelines are subject to the discretion of the hotel and SVS.

PLACEMENT FEE
For each allocated room, there is a non-refundable $250 placement fee for meeting requests. All requests must be received by March 21. This fee will be charged once the room has been assigned and you will be copied on the confirmation letter to the hotel stating the event information, room assignment and the hotel contact information. No charge will apply if space is unavailable.

NEW! Exhibit Floor Office Space
This year's exhibit hall floor plan has allowed for 10'x10' office space for exhibiting companies. Each office will cost $3,500 total and will include a locking door, round conference table with four chairs and carpeting. Office space will be accessible during exhibit hours only. The quantity is limited and space will be assigned on a first-come, first-served basis. To request office space, please complete a meeting space request form and indicate "office" in the "meeting name" filed.

PLEASE COMPLETE THE MEETING SPACE REQUEST FORM LOCATED ON THE NEXT PAGE IF YOU WOULD LIKE TO REQUEST MEETING SPACE DURING THE VASCULAR ANNUAL MEETING.

QUESTIONS? Please contact Debbie Wallentin at 312-334-2312 or via email at dwallentin@sbcglobal.net.

VASCULAR ANNUAL MEETING® 2014
BOSTON, MA • JUNE 5-7

MEETING ROOM REQUEST FORM

DEADLINE: MARCH 21, 2014

Company:			**Booth Number:**
Contact Person:			
Address:	**City:**	**State:**	**Zip Code:**
Phone: ( )	**Fax:( )**	**Email:**	
# Attending: / **Day/Date of Function:**	**Start Time:** AM/PM	**End Time:** AM/PM	
Meeting Name:			

ROOM SET

- ☐ Classroom
- ☐ Theater
- ☐ Conference
- ☐ U-Shape
- ☐ Hollow Square
- ☐ Head Table
- ☐ Reception
- ☐ Podium
- ☐ Rounds/Banquet
- ☐ Other _____

AUDIO/VISUAL

- ☐ LCD Projector
- ☐ Laptop
- ☐ Screen (Front or Rear Projection)
- ☐ Internet Connection
- ☐ Easel(s) #_____
- ☐ Flipchart w/ Markers #_____
- ☐ Microphones #wired_____
  #wireless_____

TYPE OF FUNCTION*

☐ Breakfast ☐ Lunch ☐ Dinner ☐ Reception ☐ Meeting Only

*Selections above do not constitute an actual order. Once space has been assigned by SVS, a confirmation letter will be sent to the hotel and a catering representative will contact you to discuss your catering needs.

Catering, special set fee, AV and labor are not included in the placement fee and will be the company's responsibility. Costs for any reset charges will be invoiced following the Annual Meeting.

SPACE IS ASSIGNED ON A *FIRST-COME, FIRST-SERVED* BASIS.

Return completed form by March 21 to:
Debbie Wallentin, CMP, Director of Meetings, SVS
633 N. St. Clair, 22nd Floor
Chicago, IL 60611
Fax: 847-680-5283
dwallentin@sbcglobal.net

A non-refundable $250 placement fee is due for each room allocated. Space will be confirmed once payment has been processed. Only 2014 Vascular Annual Meeting Exhibitors are eligible to request space.

Payment Method:	☐ American Express ☐ Visa ☐ MasterCard ☐ Check Payable to SVS (Check #_____)	
Name on Credit Card:		
Credit Card Number:	____ ____ ____ ____ - ____ ____ ____ ____ -____ ____ ____ ____ - ____ ____ ____ ____	**Exp. Date:**

I authorize the Society For Vascular Surgery (SVS) to charge the total placement fee indicated on this form to my credit card.

Signature:	
For SVS Use Only **610 19**	Date Received _____ Date to Hotel_____ _____

2014 VASCULAR ANNUAL MEETING BOSTON JUNE 5–7

GIVEAWAY APPROVAL FORM

Deadline Date: May 23, 2014

Company Name: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Exhibitors: All promotional items must be approved by VAM Exhibit Management prior to the meeting. Promotional items to be distributed to physician attendees must be in compliance with your company's Advamed and PhRMA guildelines. In accordance with Article 5.4.2 of the CMSS Code, SVS will only permit exhibitor giveaways that are educational and modest in value. Giveaways must be limited to those items found in a physician's office, and may not be items routinely produced for sale by the exhibiting company. Distribution of candy or mints is acceptable, but limited to individually wrapped items.

NOTE: No bags of any kind are allowed to be distributed at the meeting.

Please list items to be distributed below:	Approved	Denied
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Companies will be notified, via email or fax, of the approval or denial of the above items.

Email or fax this form to:

Dan Corcoran, Exhibit Manager
Email: Dan@CorcExpo.com
Phone: 312-541-0567
Fax: 312-541-0573

2014 VASCULAR ANNUAL MEETING®

BOSTON JUNE 5–7

VASCULAR LIVE
Interactive Theater Experience

OVERVIEW

Vascular Live is a new, interactive experience at the Vascular Annual Meeting that puts exhibitors face-to-face with Vascular Surgeons in the exhibit hall. On the Vascular Live Stage, exhibitors will present new ideas, showcase breakthrough technologies and discuss the latest trends in vascular surgery.

PRESENTATIONS

Each hall will have its own Vascular Live Stage. 30-minute presentations will be available each day the exhibit hall is open:

Thursday, June 5
12:00 p.m. – 12:30 p.m
12:30 p.m. – 1:00 p.m.
3:30 p.m. – 4:00 p.m.

Friday, June 6
9:30 a.m. – 10:00 a.m.
12:00 p.m. – 12:30 p.m
12:30 p.m. – 1:00 p.m.
3:00 p.m. – 3:30 p.m.

Saturday, June 7
9:30 a.m. – 10:00 a.m.
12:00 p.m. – 12:30 p.m
12:30 p.m. – 1:00 p.m.

The presentations are scheduled during unopposed coffee and lunch breaks to maximize attendance. Additionally, the Vascular Live Stages are located immediately adjacent to the coffee break & lunch stations in the exhibit hall, with ample seating for attendees.

Each stage will include a podium and basic audiovisual equipment: a microphone, speakers and a projector screen for slide presentations. Additionally, the Vascular Live Stage in Hall D will have an operating table and lighting available for presentations, compliments of Maquet.

TOPICS

The Vascular Live Stage is perfect for the presentation of complex cases, new technologies and trending topics in Vascular Surgery. Exhibitors are encouraged to include a physician as part of their presentation to broaden its appeal to attendees. SVS Exhibits Task Force Members are available to collaborate with exhibitors and develop topics of interest for their vascular surgeons, residents, and fellows. Presenting companies are welcome to have attending/faculty physicians present on their behalf so long as they are not SVS Board of Director members. For a list of the Board of Directors, click here.

A SVS member surgeon will also be on hand to serve as a moderator during the presentation. If you would like to speak with an SVS Exhibits Task Force Members regarding your presentation topic, please contact Dan Corcoran at the phone number below.

PROMOTION

The Vascular Live schedule will be published in Vascular Connections, the On-Site Program, VascularAnnualMeeting.org, and a brochure included in each professional attendee's virtual briefcase. Attendees will receive blast emails with the presentation schedule and text message reminders on-site in Boston. Signage will be posted in the registration area, exhibit hall, and near the stages themselves. And finally, some time slots may be included (depending on the topic) on resident passports, which list required activities residents must complete to validate their scholarships.

PARTICIPATION

All exhibiting companies are welcome to take part in Vascular Live by submitting the application to participate included in this brochure. Applications are due Monday, April 14, 2014. The cost to participate is $2,500.00 per 30-minute presentation. SVS will do its best to accommodate all requests.

Questions? Please contact: Dan Corcoran [O] 312.541.0567 [F] 312.541.0573 Dan@CorcExpo.com

2014 VASCULAR ANNUAL MEETING® BOSTON JUNE 5–7

VASCULAR LIVE APPLICATION

Application deadline: Monday, April 14, 2014

Applications may be returned via fax to 312.541.0573 or via email to Dan@CorcExpo.com

Company: _____

Contact: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____ Fax: _____ Email: _____

Desired day(s) of participation:

Thursday, June 5
- ☐ 12:00 p.m. – 12:30 p.m
- ☐ 12:30 p.m. – 1:00 p.m.
- ☐ 3:30 p.m. – 4:00 p.m.

Friday, June 6
- ☐ 9:30 a.m. – 10:00 a.m.
- ☐ 12:00 p.m. – 12:30 p.m
- ☐ 12:30 p.m. – 1:00 p.m.
- ☐ 3:00 p.m. – 3:30 p.m.

Saturday, June 7
- ☐ 9:30 a.m. – 10:00 a.m.
- ☐ 12:00 p.m. – 12:30 p.m
- ☐ 12:30 p.m. – 1:00 p.m.

Please note: Time slot assignment is at the discretion of the Society for Vascular Surgery (SVS). All preferences will be considered. Presentation topics are subject to approval by SVS. Please give a brief summary of your presentation below. SVS may contact you if additional information is required.

Title: _____

Description: _____

_____

METHOD OF PAYMENT

SVS Federal Tax ID #22-2990719

☐ **Check** ☐ **Mastercard** ☐ **Visa** ☐ **American Express**

Make check payable to SVS and mail with this application to: SVS, PO Box 485, LaGrange, IL, 60525-0485. If paying by credit card, please include your credit card information on a separate sheet and fax with this application to 312.541.0573.

Questions?

Please contact Dan Corcoran, SVS Exhibit Hall Manager, at 312.541.0567 or Dan@CorcExpo.com

2014 VASCULAR ANNUAL MEETING BOSTON JUNE 5–7

EXHIBITOR MEDIA POLICIES

Press Kits and Media Materials

Exhibitors may make press kits and other materials available to media at their booth. There is no central location to display these materials.

Photography and Videography Policy

For exhibitors wanting to take photos or video at their booth, you must get prior approval from Keri Kramer, director of marketing and membership. Exhibitors are restricted to taking images and video within their own booths.

On-Site Press Conferences

Exhibitors are welcome to attend any on-site press conference organized by the Society for Vascular Surgery. Anyone attending an on-site press conference must be registered as an attendee of the meeting and wearing an appropriate badge.

Exhibitors who wish to arrange a press conference at the meeting venue should make their request to the director of marketing and membership. If approved, the meeting director will assist in identifying an appropriate location for the exhibitor to use. All arrangements and expenses for the press conference are the responsibility of the exhibitor.

Off-Site Press Conferences

Exhibitors are welcome to schedule their own press events outside the meeting venue. As a courtesy, SVS requests you notify the director of marketing and membership about your event.

Media List

Upon request, SVS will provide exhibitors with a list of media who are registered to attend the Vascular Annual Meeting.

For More Information, Contact:

Keri Kramer
Director of Marketing and Membership
Phone: 312-334-2316
Email: kkramer@vascularsociety.org

Vascular Connections

VASCULAR ANNUAL MEETING®

BOSTON, MA • JUNE 5–7

2014

Advertising Opportunities 2014

June 5-7, 2014 – Boston, MA

FRONTLINE MEDICAL COMMUNICATIONS

SVS SOCIETY FOR VASCULAR SURGERY

Vascular Connections
2014 Rate Card

VASCULAR ANNUAL MEETING® 2014
BOSTON, MA • JUNE 5–7

Issuance
Published by Frontline Medical Communications (FMC)
Frequency: 4 issues—1 preview edition (including a digital version) and 3 on-site editions

Organization Affiliation
Society for Vascular Surgery (SVS)

Distribution
The Preview issue of ***Vascular Connections*** will be mailed as a polybagged ride-along with ***Vascular Specialist***—the official newspaper of the Society for Vascular Surgery. The Preview print edition will be mailed approximately four weeks prior to the meeting. In addition, a digital Preview edition will be e-mailed to nearly 5,000 vascular medicine specialists.

Three issues of ***Vascular Connections*** will be distributed at the 2014 Vascular Annual Meeting. The first on-site issue will be included in the attendees' registration bags. Copies will also be available in strategically placed bins throughout the conference center. Expected registration of approximately 4,000 attendees.

Editorial
Highlights of the 2014 Vascular Annual Meeting

Editorial Staff
Editor: Mark Lesney

Contract and Copy Regulations
a. All contracts and contents of advertisements are subject to FMC/SVS approval. FMC/SVS reserves the right to reject or cancel any advertisement, insertion order, space reservation or position commitments.
b. FMC reserves the right to put the word "Advertisement" on advertising which, in the opinion of FMC/SVS, resembles editorial material.
c. FMC/SVS guarantees uniform rates and discounts to all advertisers using same amount and kind of space. No exceptions to published rates.

Advertising Sales
Tracy Murray
Tel: 973-290-8218
tmurray@frontlinemedcom.com

Issue and Closing Dates

Issue Dates	Space Close	Material Due
Preview Issue (May 1)	Apr 17	Apr 24
June 5	May 1	May 8
June 6	May 1	May 8
June 7	May 1	May 8

Special Positions
Reservations accepted on a first-come, first-served basis.
a. Inside Front Cover (King Page only) and page opposite (King Page only): Black-and-white rate + 50% (plus color)
b. Fourth Cover (King Page only): Black-and-white rate + 50% (plus color)
c. Please contact sales representative for additional special positions.

Combination Discount
Run the same product and ad unit in ***Vascular Connections*** and the May 2014 issue of ***Vascular Specialist*** and receive $250 off each 1/2 page or larger in ***Vascular Connections***.

Cancellations
a. Notification in writing of space cancellations must be received by space closing deadline.
b. If space is cancelled after deadline or material received too late, the advertiser will be charged for the insertion.
c. Cover positions are non-cancelable.

	Package A (Print & Digital Preview Issue)	Package B (3 On-site Issues)	Package C (Preview and 3 On-site Issues)
Black-and-white Rates			
King Page	$6,200	$6,500	$12,000
3/4 Page	5,800	6,000	11,000
Island (A-size)	5,500	5,800	10,500
1/2 Page	4,300	4,500	8,000
1/4 Page	2,400	2,500	4,500
Color (in addition to black-and-white rates)			
Standard	1,000	1,000	1,000
Three/Four Color	1,700	2,200	3,000
Matched	2,500	2,500	2,500
Product Showcase			
1/8 Page	1,500	1,500	2,700
1/16 Page	1,050	1,050	1,900
Cover Tip			
Supplied	12,000	15,000	20,000

All rates listed are net. Cover Tips are an additional $4,000 if FMC to print single version.

Vascular Connections
2014 Rate Card

VASCULAR ANNUAL MEETING® 2014
BOSTON, MA • JUNE 5–7

Full-Page Bleeds

- Bleed size: 10-3/4" x 13-1/4"
- Trim: 10-1/2" x 13"
- Keep live matter ½" from all trim edges.

Paper and Printing

FMC publications are printed in a tabloid news format on coated stock.

Reproduction Requirements

a. Black-and-white or Color Advertisements

PDFs required.
We accept CD-ROM or the file may be transmitted to our FTP site.

Host: ftp.digilink-inc.com
User ID: svs
Password: svs_dl
Directory: /svs

(Host and User are not case sensitive, *Password is case sensitive and should be all lower case*).
Please contact Maria Aquino (240-221-2418 or maquino@frontlinemedcom.com) with the name of the file when uploading ad.
File name must include name of product.
All files must be 100%. Digital files will not be altered.
Trapping must be included in file.
All images must be CMYK (RGB images cannot be processed).
Third-party fonts are not accepted.
For further questions, please contact Maria Aquino at 240-221-2418.

b. Color Proofs

Provide a digital proof with color bars.
Color laser proofs are not accepted as color guidance.
Proofs must be provided at 100% size.

c. Provider Information

Please provide the following with your media:

- Publication name and issue date
- Advertiser, product and agency name
- Contact name and phone number
- Directory of disk or CD

Shipping Instructions

Send all contracts and insertion orders to:

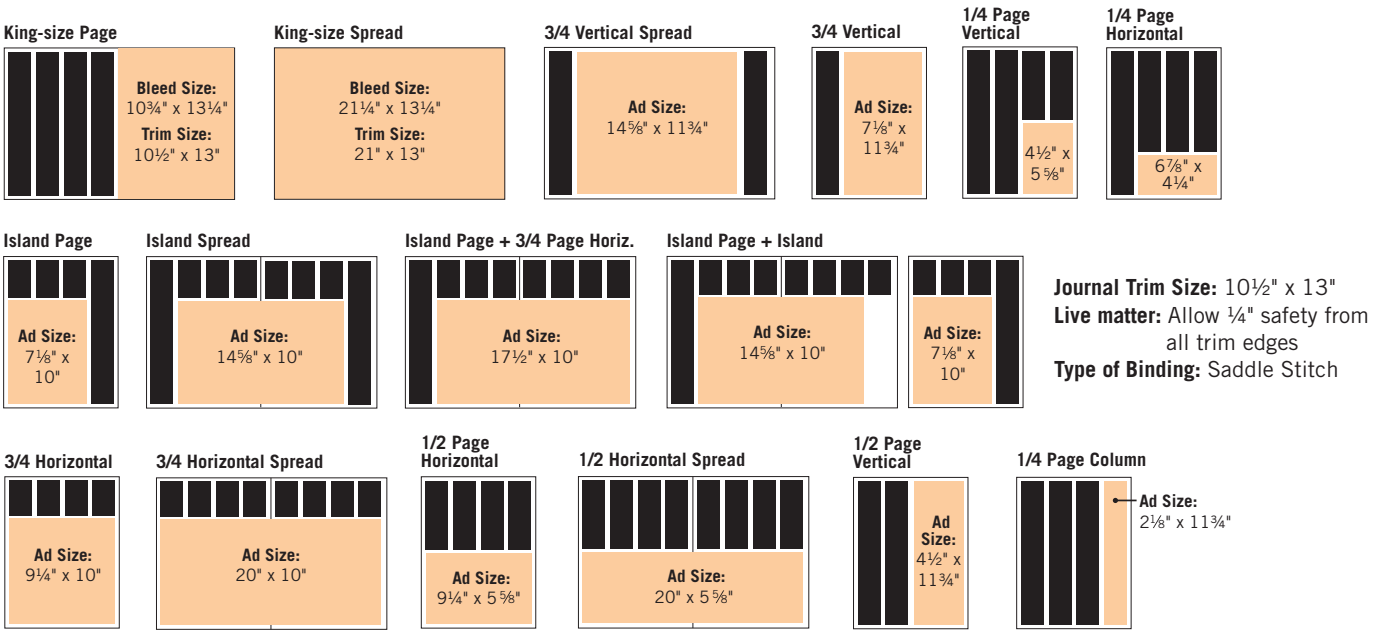
Vascular Connections
Frontline Medical Communications
7 Century Drive, Suite 302
Parsippany, NJ 07054-4609
Attn: Joan Friedman
Tel: 973-290-8211 / Fax: 973-206-9378

Send all digital files and proofs to:

Vascular Connections
Frontline Medical Communications
5635 Fishers Lane, 6th Floor
Rockville, MD 20852
Attn: Advertising Production
Tel: 240-221-2418

Mechanical Specifications

Product Showcase:
1/8 Page: 4-3/4" wide x 2-7/8" long
1/6 Page: 2-1/4" wide x 2-7/8" long



Journal Trim Size: 10½" x 13"
Live matter: Allow ¼" safety from all trim edges
Type of Binding: Saddle Stitch

FRONTLINE
MEDICAL COMMUNICATIONS

NOTE: Unless otherwise notified, Frontline Medical Communications accepts this insertion order as a written contract for space with the client.

PUBLICATION: **Vascular Connections 2014**

COMPANY: _____

PRODUCT: _____

SPACE UNIT: _____

COLOR: _____

HEADLINE: _____

POSITION: _____

COST: _____

AD: **Package A ___** (Preview Issue) **Package B___** (3 On-site Issues) **Package C___** (Preview and 3 On-site Issues)

Product Showcase: __Package A __Package B __Package C

MATERIALS TO: Frontline Medical Communications
5635 Fishers Lane, Suite 6100
Rockville, MD 20852
Attn: Maria Aquino
Phone: 240-221-2418
E-mail: maquino@frontlinemedcom.com

BILLING ADDRESS: _____
_____
_____
_____

Contact Name: _____
Phone: _____ **Fax:** _____
E-mail: _____

Signature _____**Title** _____

Date _____
Please fax this order to: Joan Friedman at Frontline Medical Communications
Fax: 973-206-9378 or e-mail to jfriedman@frontlinemedcom.com

2014 VASCULAR ANNUAL MEETING BOSTON JUNE 5–7

EXHIBIT INSTALLATION INFO

Exhibitor Move-In

Exhibitors may begin installation of booths at **8:00 a.m., Tuesday, June 3.** Additional installation dates are Wednesday, June 4 from 8:00 a.m. to 5:00 p.m. and Thursday, June 5 from 7:00 a.m. to 10:00 a.m.

ALL MAJOR BOOTH CONSTRUCTION MUST BE COMPLETE BY 10:00 A.M. ON JUNE 5.

Per Fire Marshal regulations, items may not be stored behind your back drape as it is a fire hazard. If you have large boxes or cases that you need to access during exhibit hours, please make arrangements with Freeman for **accessible storage**.

General cleaning of the common areas and aisles will be provided; cleaning of your exhibit space is **NOT** included. Additional services for cleaning of debris created during **Set-Up** and **Show Hours** must be ordered through Freeman. A cleaning order form is provided.

Freeman (Decorator)

Freeman has been contracted as the official decorator for the 2014 Vascular Annual Meeting. All forms for services and equipment provided by Freeman can be found on this web site. Exhibitors are urged to pre-order their labor requirements, if applicable, on the *"LABOR ORDER FORMS"* provided. A variety of additional products and services are available from firms designated as "Official Suppliers" for the Annual Meeting, and are also included.

Please note that union labor may be required for your exhibit installation and dismantle. Refer to the form titled *Exhibitor booth set-up / dismantle information* for detailed information.

We strongly recommend that you ship your freight in advance of the show to Freeman's advance warehouse. All freight shipped to the advance warehouse will be placed in your booth prior to the start of exhibitor move-in.

Online Floor Plan And Exhibitor List

For an updated look at the floor plan and for a current list of exhibitors, visit:

http://s15.a2zinc.net/clients/Corcoran/VAM2014/Public/Floorplan.aspx

EXHIBIT CONSTRUCTION GUIDELINES

RULES AND REGULATIONS

These rules and regulations have been adopted to give each exhibitor more effective use of his space without infringing on the rights of neighboring booths.

Space dimensions shown on floor plans are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

STANDARD BOOTH

Definition

One or more standard units in a straight line.

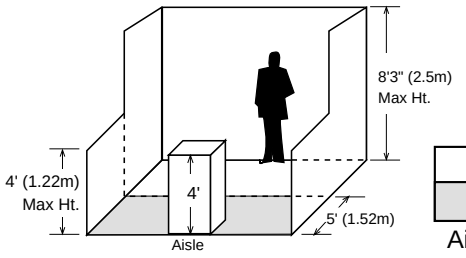
Booth Design

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8′3″ (2.5m).

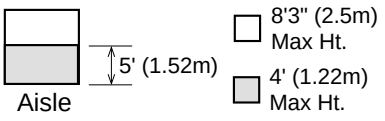
All display fixtures over 4′0″ (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5′0″ (1.52m) from the aisle line for those exhibits with 14′0″ (4.27m) depth or more. Meanwhile, for those exhibits with 9′0″ (2.75m) or less of depth, they must confine their display fixtures over 4′0″ in height to the back half of the booth.

Intent

Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit. Exhibitors with larger space—30 lineal feet (9.14m) or more—should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4′0″ (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.



Display fixtures over 4' (1.22m) must be confined to that area of the booth that is at least 5' (1.52m) from the aisle line.



PERIMETER WALL BOOTH

Definition

Standard booth located on the outer perimeter wall of the exhibit floor.

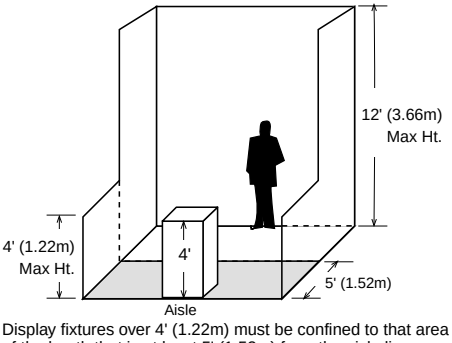
Booth Design

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12′0″ (3.66m) in perimeter wall booths.

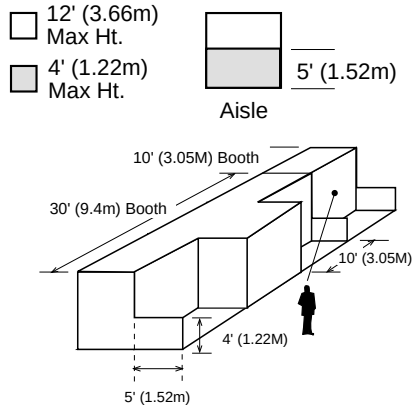
All display fixtures over 4′0″ (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5′0″ (1.52m) from the aisle line for those exhibits with 14′0″ (4.27m) depth or more. Meanwhile, for those exhibits with 9′0″ (2.75m) or less of depth, they must confine their display fixtures over 4′0″ in height to the back half of the booth.

Intent

See Standard Booth Guidelines.



Display fixtures over 4' (1.22m) must be confined to that area of the booth that is at least 5' (1.52m) from the aisle line.



TOWERS

Definition

A free standing exhibit component separate from the main exhibit fixture that is used for identification and display purposes only.

Design

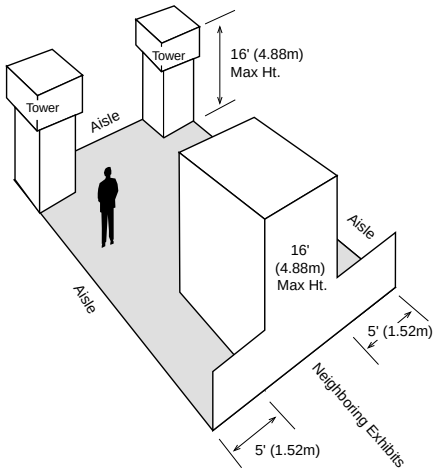
Towers will be permitted to a height and depth that correspond to the height and depth regulations for the appropriate exhibit configuration of which they are a part. For example, towers that are part of a peninsula exhibit will not exceed 16′0″ (4.88m) in height, and will not be placed within 10 lineal feet (3.05m) of a neighboring exhibit unless they are confined to that area of the exhibitor's space which is at least 5′0″ (1.52m) from the aisle line to avoid blocking the sightline from the aisle to the adjoining booth.

Structural Integrity

Towers in excess of 12′0″ (3.66m) must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the tower is being erected, exhibited and dismantled at the show site that include a signature or stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings.

Intent

Exhibitors adjoining exhibits with towers are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.



CORCORAN

Corcoran Expositions, Inc. A Tradeshow Marketing Group

Exhibits Office: 200 W. Adams Street, Suite 2600, Chicago, Illinois 60606
Phone: 312-541-0567 Fax: 312-541-0573
e-mail: info@corcexpo.com

ISLAND BOOTH

Definition

Exhibit with one or more display levels in four or more standard units with aisles on all four sides.

Booth Design

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 18′0″ (5.50m), provided written approval is received from Show Management, 60 days prior to the opening of the Exposition.

Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

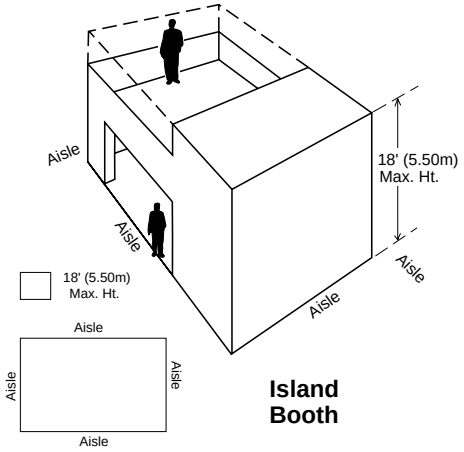
CAUTION: Exhibitors installing a display with a ceiling or second level should check with the local fire department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

Structural Integrity

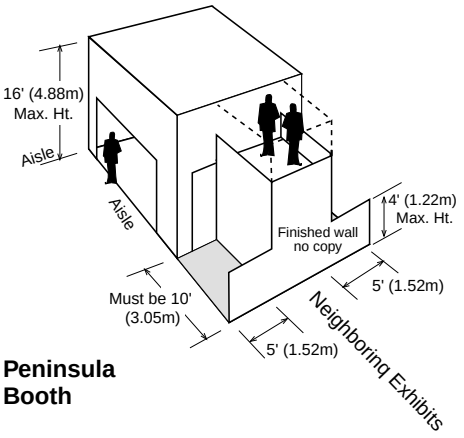
See Peninsula Booth guidelines.

Intent

Exhibitors in the vicinity of island exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.



Island Booth



Peninsula Booth

PENINSULA BOOTH

Definition

Exhibit with one or more display levels in four or more standard units back to back with an aisle on three sides.

Booth Design

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16′0″ (4.88m), provided written approval is received from Show Management, 60 days prior to the opening of the Exposition.

All display fixtures over 4′0″ (1.22m) in height and placed within 10 lineal feet (3.05m) of a neighboring exhibit, must be confined to that area of the booth that is at least 5′0″ (1.52m) from the aisle line to avoid blocking the sightline from the aisle to the adjoining booth.

Peninsula booths are normally "faced" towards the cross aisle. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and must not carry identification signs or other copy that would detract from the adjoining exhibit.

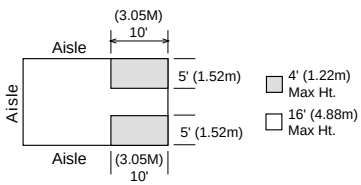
CAUTION: Exhibitors installing a display with a ceiling or second level should check with the local fire department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

Structural Integrity

All multi-story exhibits and all exhibit fixtures and components exceeding 12′0″ (3.66m) in height must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site that include a signature or stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

Intent

Exhibitors in the vicinity of peninsula exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.



CANOPIES AND CEILINGS

Definition

An exhibit component supported over an exhibitor's space for decorative purposes only.

Design

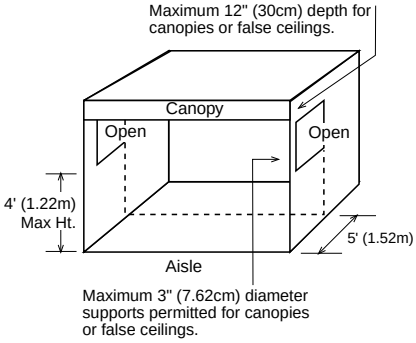
Canopies, false ceilings and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part. The canopy or false ceiling will not exceed 1′0″ (30cm) in depth and cannot be used for identification or display purposes except as would normally be allowed for any exhibit component within the regulations set forth for the exhibit configuration.

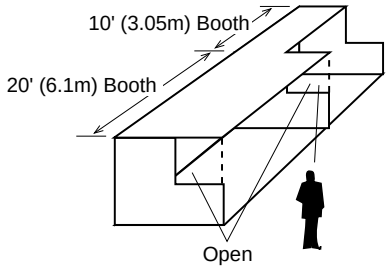
Canopies may extend out to the aisle line and up to the booth line on either side of an exhibitor's space providing that the support structure will not exceed 3″ (7.62cm) in width when placed within 10 lineal feet (3.05m) of an adjoining exhibit and not confined to the area of the exhibitor's space which is at least 5.0″ (1.52m) from the aisle line.

CAUTION: Exhibitors installing a display with a ceiling should check with the local fire department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

Intent

Exhibitors adjoining exhibits with canopies are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.





RULES, INSURANCE & EXHIBITOR APPOINTED CONTRACTORS

Rules and Regulations

Exhibitors should read and be familiar with the rules and regulations noted on the back of their **exhibit space application**, and also included in this manual. Exhibitors should also be familiar with, and adhere to, the **construction guidelines** included in this manual. It is the exhibitor's responsibility to ensure that their personnel and agents are familiar with these rules.

Insurance

While all possible care will be exercised by Freeman and its agents, you are responsible for insuring the safety of your personnel and exhibit materials from theft, damage, accident, fire, and other such causes. Exhibitors who desire to carry insurance must do so at their own expense. All property of the exhibitors is understood to remain in their own care, custody, and control in transit to and from the confines of the exhibit hall as well as when it is on the floor.

SVS, PVSS, Corcoran Expositions, Inc., Freeman, and the Hynes Center assume no responsibility for products left unattended at the end of the Vascular Annual Meeting.

Exhibitor Appointed and/or Independent Contractors

Independent contractors must conform to the International Association of Exhibitions and Events (IAEE), Exhibit Designers and Producers Association (ED&PA) and Exposition Service Contractors Association (ESCA) display guidelines and must be signatory to a current local collective bargaining agreement.

Exhibitors using Exhibitor Appointed and/or Independent Contractors must provide a copy of an insurance certificate naming Show Management and Freeman as additional insured. **If you are going to use an Exhibitor Appointed Contractor, please notify the Exhibitor Manager, Dan Corcoran, by Friday, May 9, 2014 via email with a copy of your certificate of insurance.** Email: Dan@CorcExpo.com Phone: 312-541-0567.

Security

SVS will provide security around the perimeter of the exhibit hall. Please review the Exhibitor Rules and Regulations found in General Show Information. Information about hiring individual booth security will be available upon request. **Please note** any additional security service will be at your own expense.

2014 VASCULAR ANNUAL MEETING BOSTON JUNE 5–7

SECURITY

Security Tips

Security should be a prime concern of the exhibitor from the time the exhibit is prepared for shipment to the show until the moment the exhibit is dismantled and shipped out.

It is the responsibility of each company exhibiting to provide adequate insurance coverage. SVS, PVSS, Corcoran Expositions, Inc., Freeman, Hynes Center and their agents will not be responsible or liable for any losses incurred or theft.

In addition to adequate insurance coverage, here are some recommended security precautions:

- Ship with a qualified carrier or freight forwarder. Be sure to furnish your shipping company with a complete and accurate bill of lading. Do not indicate the contents on the shipping container.
- Be aware that freight shipped in advance, directly to the advance warehouse, will be delivered to the booth prior to exhibitor move-in.
- On-site personnel should have copies of all shipping information to verify the piece count upon arrival.
- Report any lost or damaged materials during the show to the in-house Security Office and Show Management.
- Irreplaceable articles and small, easily carried items should be removed from the hall at night. (Individual booth security can also be ordered.)
- Do not put any article of value or product you will need during the show in a container marked "Empty Storage." Empties will be removed from the show floor and will not be accessible until the break of the show.
- Do not leave personal items such as handbags, wallets, briefcases, beepers, laptop computers or cellular phones under skirted tables, exposed or unguarded in the booth at any time during the show.
- Company personnel should be scheduled so that at least one person is in the booth during move-in, move-out and during official show hours.
- Do not leave your exhibit unattended at the end of the show.
- Confirm that the piece count on the bill of lading equals the number of pieces that you are shipping.

Please remember, you are responsible for your company's exhibit materials and all products. With proper planning and attention to details, you can insure your company's successful participation in the 2014 Vascular Annual Meeting.

2014 Vascular Annual Meeting • June 5 – 7, 2014 • Hynes Convention Center • Boston, MA
General Rules and Regulations

The Society for Vascular Surgery (SVS), its authorized representatives and Corcoran Expositions, Inc. are hereinafter referred to as "Show Management."

1. PAYMENT AND REFUNDS. Applications submitted prior to February 28, 2014 must be accompanied by a 50% deposit payment. Applications received without such payment will not be processed nor will assignment be made. The balance of the space rental charge will become due and payable on February 28, 2014.

Applications submitted after February 28, 2014 must be accompanied by payment IN FULL of the space rental charges. Applications received without such payment will not be processed nor will space assignments be made.

If Show Management receives a written request for cancellation or reduction of space on or before February 28, 2014, the exhibitor will be liable for 25% of the entire booth fee of the space originally contracted if cancelling outright, or 25% of the vacated space if reducing. For cancellations and reductions of space after February 28, 2014, exhibitors are liable for 100% of the entire booth fee of the space originally contracted.

It is expressly agreed by the exhibitor that in the event he or she fails to pay the space rental at the times specified, or fails to comply with any other provisions contained in these rules and regulations concerning his or her use of exhibit space, Show Management shall have the right to reassign the confirmed booth location or to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount paid by him for his space reservation, regardless of whether or not Show Management enters into a further lease for the space involved.

In case the exposition shall not be held for any reason whatsoever, then and thereupon the rental and lease of space to the exhibitor shall be terminated. In such case the limit claim for damage and/or compensation by the exhibitor shall be the return to the exhibitor of the prorata amount already paid for space for this specific event.

2. SPACE RENTAL AND ASSIGNMENT OF LOCATION. Whenever possible, space assignments will be made by Show Management in keeping with the preferences as to location requested by the exhibitor. **SHOW MANAGEMENT, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXPOSITION.**

3. USE OF SPACE, SUBLETTING OF SPACE. No exhibitor shall assign, sublet, or share the space allotted with another business or company unless approval has been obtained in writing from Show Management. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor's display, parent or subsidiary companies excepted. Exhibitors must show only goods manufactured or dealt by them in the regular course of business. Should an article of non-exhibiting company be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplate, imprint or trademark under which same is sold in the general course of business. No company or organization not assigned exhibit space will be permitted to solicit business within the Exhibit Areas.

4. OPERATION OF DISPLAYS. Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, display of unsuitable material, are determined by Show Management to be objectionable to the successful conduct of the exposition as a whole. Use of so-called "barkers" or "pitchmen" is strictly prohibited. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions.

Direct Sales. No retail sales are permitted within the exhibit area at any time, but orders may be taken for future delivery.

Contests, Drawings & Lotteries. All promotional items must be approved by VAM Exhibit Management prior to the meeting. Promotional items to be distributed to physician attendees must be in compliance with your company's Advamed and PhRMA guildelines. In accordance with Article 5.4.2 of the CMSS Code, SVS will only permit exhibitor giveaways that are educational and modest in value. Giveaways must be limited to those items found in a physician's office, and may not be items routinely produced for sale by the exhibiting company. Distribution of candy or mints is acceptable, but limited to individually wrapped items.

Literature Distribution. All demonstrations or other activities must be confined to the limits of the exhibitor's booth space. Distribution of circulars may be made only within the space assigned to the exhibitor distributing such materials. No advertising circulars, catalogs, folders, or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges, or grounds of the host facility. Trade publishers are prohibited from soliciting advertising during the Show. Trade publications may be distributed from their booth, but automatic distribution is prohibited.

Live Animals. Live animals are prohibited.

Models. Booth representatives, including models or demonstrators, must be properly and modestly clothed. Excessively revealing attire is prohibited.

Sound. Exhibits which include the operation of musical instruments, radios, sound projection equipment, public address systems or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens.

Copyright Licensing. Exhibitor is solely responsible for obtaining any required licenses to broadcast, perform, or display any copyrighted materials including but not limited to music, video, and software. Exhibitor shall indemnify and hold harmless AHE, Show Management, and facility against cost, expense, or liability which may be incident to, arise out of or be caused by Exhibitor's failure to obtain requisite license.

5. EXHIBITORS AUTHORIZED REPRESENTATIVE. Each exhibitor must name one person to be his representative in connection with installation, operation and removal of the company's exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such representative being in attendance throughout all exposition periods; and this representative shall be responsible for keeping the exhibit neat, manned and orderly at all times. For their own safety and protection, individuals under twenty-one (21) years of age will not be admitted to the exhibit halls at any time.

6. INSTALLATION AND REMOVAL. Show Management reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the Show. Installation of all exhibits must be fully completed by the opening time of the exposition. Any space not claimed and occupied three hours prior to opening, may be resold or reassigned without refund. No exhibitor will be allowed to dismantle or repack any part of his exhibit until after the closing of the Show. Doing so will result in the loss of space selection priority points.

7. ARRANGEMENT OF EXHIBITS. Each exhibitor is provided an Official Exhibitor Kit. The Exhibitor Kit describes the type and arrangement of exhibit space and the standard equipment provided by Show Management for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit. If, in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitor Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exposition.

Exhibitor Plan Review. Booth construction plans and layout arrangements for first-time exhibitors, exhibits in peninsula or island booth spaces, or involving other unusual construction features, must be submitted for approval at least sixty (60) days prior to the opening of the exposition.

8. EXHIBITS & PUBLIC POLICY. Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. Show Management and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as individual exhibitor's space, materials and operation is concerned. Should an exhibitor have any questions as to the application of such laws, ordinances and regulations to his exhibit or display, Show Management will endeavor to answer them.

All booth decorations including carpeting must be flame-proofed and all hangings must clear the floor. Electrical wiring must conform with National Electrical Code Safety Rules. If inspection indicates any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of his exhibit as may be irregular, and effect the removal of same at exhibitor's expense. Exhibitors will not be permitted to store behind their booth background any excess material such as cardboard cartons, literature, etc. Excess supplies must be stored in areas which will be made available for such purpose. If unusual equipment or machinery is to be installed, or if appliances that might come under fire codes are to be used, the exhibitor should communicate with Show Management for information concerning facilities or regulations. Exhibitors must comply with City and State fire regulations. Independent contractors must conform to IAEM, ESCA and ED&PA guidelines. All exhibit labor must comply with established labor jurisdictions.

9. STORAGE OF PACKING CRATES AND BOXES. Exhibitors will not be permitted to store packing crates and boxes in their booths during the exhibit period, but these, when properly marked, will be stored and returned to the booth by service contractors. It is the exhibitor's responsibility to mark and identify his crates. Crates not properly marked or identified may be destroyed. Show Management assumes no responsibility for the contents of crates or boxes improperly labeled as "empty." Because of the lack of storage facilities, it may be necessary to store empty crates and cartons outside the building. Every effort will be made to protect the crates from the elements, but neither Show Management nor its service contractors will assume any responsibility for damage to them. The removal and return of large crates that cannot be handled by hand trucks will be charged at prevailing rates. Crates, boxes or other exhibit materials unclaimed by the exhibitor after the Show will be removed at the exhibitor's expense. Exhibitors will be billed by Show Contractors for removal time and materials at prevailing rates.

10. SOCIAL ACTIVITIES OR EDUCATIONAL SYMPOSIA. Exhibitor agrees to withhold sponsoring hospitality suites/rooms or other functions during official show activities, including exhibit hours, social functions, educational seminars and any other related activity scheduled by Show Management. Failure to abide by these rules will result in loss of space selection priority points. Continued infractions may result in an exhibitor being restricted from future meetings.

11. LIABILITY AND INSURANCE. All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither Show Management, its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.

12. INDEMNIFICATION. Exhibitor agrees that it will indemnify and hold and save Show Management whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or asserted against Show Management on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering upon the Premises leased hereunder with the express or implied invitation or permission of Exhibitor, or when any such injury or damage is the result, proximate or remote, of the violation by Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by Exhibitor, its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the Premises leased hereunder. Such indemnification of Show Management by Exhibitor shall be effective unless such damage or injury may result from the sole negligence, gross negligence or willful misconduct of Show Management. Exhibitor covenants and agrees that in case Show Management shall be made a party to any litigation commenced by or against Exhibitor or relating to this lease or the Premises leased hereunder, then Exhibitor shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon Show Management by virtue of any such litigation.

Property Damage Neither Show Management nor Exhibitor shall be responsible for any loss of or damage to property of the other party hereto, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurable casualty, and Show Management and Exhibitor expressly waive any claim for liability against the other party hereto with respect to any such loss or damage. Accordingly, it shall be the responsibility of Show Management and Exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such loss or damage.

13. CARE OF BUILDING AND EQUIPMENT. Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or show equipment and decor. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

14. AMERICANS WITH DISABILITIES ACT. Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (hereinafter "Act") to make their booths accessible to handicapped persons. Exhibitor shall also indemnify and hold harmless SVS, Show Management, and facility against cost, expense, liability or damage which may be incident to, arise out of or be caused by Exhibitor's failure to comply with the Act.

15. OTHER REGULATIONS. Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Show Management. **THE SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED EXHIBITORS RECEIVE NOTICE OF ANY AMENDMENTS WHEN MADE. EACH EXHIBITOR AND ITS EMPLOYEES AGREES TO ABIDE BY THE FOREGOING RULES AND REGULATIONS AND BY ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE. EXHIBITORS OR THEIR REPRESENTATIVES WHO FAIL TO OBSERVE THESE CONDITIONS OF CONTRACT OR WHO, IN THE OPINION OF SHOW MANAGEMENT, CONDUCT THEMSELVES UNETHICALLY MAY IMMEDIATELY BE DISMISSED FROM THE EXHIBIT AREA WITHOUT REFUND OR OTHER APPEAL.**

F R E E M A N
275 Bodwell Street
Avon, MA 02322
508-894-5100 • Fax: 469-621-5608
FreemanBostonES@freemanco.com

Vascular Annual Meeting
June 5-7, 2014
Hynes Convention Center
Boston, MA

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high **teal and white** back drape, 3' high **teal** side dividers and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is not carpeted; however, the aisles will be carpeted **tuxedo**.

Show Management requires all booths be carpeted. For your convenience, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by **Tuesday, May 13, 2014**.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ

Tuesday	June 03	8:00 AM	-	5:00 PM
Wednesday	June 04	8:00 AM	-	5:00 PM
Thursday	June 05	7:00 AM	-	10:00 AM

All labor and inbound material handling services performed before 8:00 am and after 4:30 pm will have overtime charges applied.

EXHIBIT HOURS

Thursday	June 05	12:00 PM	-	6:30 PM
Friday	June 06	9:30 AM	-	4:30 PM
Saturday	June 07	9:00 AM	-	1:00 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ

Saturday	June 07	1:00 PM	-	9:00 PM
Sunday	June 08	8:00 AM	-	10:00 AM

All labor and outbound material handling services performed on Saturday will have overtime charges applied. All labor performed on Sunday will have double time charges applied and all material handling services performed on Sunday will have overtime charges applied.

DISMANTLE AND MOVE-OUT INFORMATION

- **Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.**
- All exhibitor materials must be removed from the exhibit facility by **10:00 AM on Sunday, June 08, 2014.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check in by **8:00 AM on Sunday, June 08, 2014.** Drivers not checked in by this time will risk the possibility of their shipments going out on the house carrier.

Please refer to our Shipping Instructions located on the next page.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

VEHICLE RESTRICTIONS

Due to the loading dock configuration at this facility, trucks are not to exceed 13'6" in height and 62' in length. Any truck over these limits may be subject to a "truck & driver" minimum charge of $150.00.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN
275 Bodwell Street
Avon, MA 02322
Phone: 508-894-5100 • Fax: 469-621-5608

FREEMAN TRANSPORTATION
800-995-3579 Toll Free US & Canada
817-607-5100 Local & International
Fax: 469-621-5810

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by **Tuesday, May 13, 2014**. Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit www.myfreemanonline.com and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION

Warehouse shipping address:

Vascular Annual Meeting 2014
Exhibiting Company Name
Booth #_____
C/O Freeman
25 Doherty Ave
Avon, MA 02322

PLEASE NOTE: The warehouse is open from 8:00 am - 4:00 pm Monday - Friday. Exceptions are noted below.

Freeman will accept crated, boxed or skidded materials beginning **Monday, May 05, 2014** at the above address. Materials arriving after **Tuesday, May 27, 2014** will be received at the warehouse with an additional after deadline charge. **PLEASE NOTE: The warehouse will be closed on Monday, May 26, 2014 in observance of Memorial Day. Shipments will not be accepted on this date.**

Show site shipping address:

Vascular Annual Meeting 2014
Exhibiting Company Name
Booth #_____
C/O Freeman
Hynes Convention Center
900 Boylston Street
Cambria Street Entrance
Boston, MA 02115

Freeman will receive shipments at the exhibit facility beginning at **8:00 AM on Tuesday, June 03, 2014**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

PLEASE NOTE: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising labor need to pick up and release their labor at the Service Desk. Refer to the order form under Display Labor for Straight Time and Overtime hours.

TRUCK MARSHAL YARD

All vehicles dropping off or picking up at the Hynes Convention Center need to report to the marshaling area.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 508-894-5100.

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Boston Exhibitor Services at 508-894-5100 or Freeman's Customer Support Center at 888-508-5054 Toll Free US & Canada or (817)-607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by the deadline date listed on each form.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for you booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at 508-894-5100 with any questions or needs you may have.

F R E E M A N

275 Bodwell Street
Avon, MA 02322
Ph: 508-894-5100 • Fax: 469-621-5608
FreemanBostonES@freemanco.com

DISCOUNT PRICE DEADLINE DATE MAY 13, 2014

INCLUDE THIS FORM WITH YOUR ORDER

NAME OF SHOW: **Vascular Annual Meeting 2014 / June 5-7, 2014**

COMPANY NAME: BOOTH#:

ADDRESS: BOOTH SIZE X

CITY/STATE/ZIP: CUSTOMER #

PHONE #: EXT.: FAX #:

SIGNATURE: PRINT NAME:

CONTACT'S E-MAIL

E-MAIL FOR INVOICE ☐ CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ **COMPANY CHECK**

Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank.(**"US. FUNDS"** MUST BE PRE-PRINTED on Canadian checks.)

Please reference (301241) on your remittance.

☐ **CREDIT/DEBIT CARD**

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ **AMERICAN EXPRESS** ☐ **MASTERCARD** ☐ **VISA** **FREEMAN NOW ACCEPTS DEBIT CARDS**

Account No.: Exp. Date:

Cardholder Name (Print): Signature:

Cardholder Billing Address:

City/State/Zip:

☐ **BANK TRANSFER**

Bank Transfer to Bank of America, N.A.; Dallas, TX

Wire Transfer
ABA#: 026009593 ACCT #1252039192 Freeman
International Wire Transfer
Swift Code: BOFAUS3N ACCT #1252039192 Freeman
ACH Direct Deposit
ABA# 111000012 ACCT #1252039192 Freeman

Please reference Name of Show & Booth Number so we can properly credit your account.

Note: Customers are responsible for any bank processing fees.

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOR	DISMANTLE LABOR	ELECTRICAL LABOR

MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	SIGNS	TOTALFLEX	EXHIBIT TRANSPORTATION	GRAND TOTAL

- **Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store.**
- **Orders received without payment or after the discount price deadline date will be charged at the standard price.**
- **Copies of invoices may be picked up from the Service Desk prior to show closing.**
- **If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.**

TELL US WHAT YOU THINK!

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

http://feedback.freemanco.com/?301241

FREEMAN method of payment

FREEMAN
275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608
FreemanBostonES@freemanco.com

FREEMAN third party authorization

Vascular Annual Meeting 2014 / June 5-7, 2014

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE: DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

- ☐ **ALL FREEMAN SERVICES**
- ☐ **I&D LABOR/SUPERVISION**
- ☐ **MATERIAL HANDLING/IN & OUT**
- ☐ **FREEMAN EXHIBIT TRANSPORTATION**
- ☐ **RENTAL FURNITURE/CARPET/SIGNS**
- ☐ **BOOTH CLEANING**
- ☐ **OTHER** _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT: FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's e-mail.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ **AMERICAN EXPRESS** ☐ **MASTERCARD** ☐ **VISA** **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

FREEMAN

275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608
FreemanBostonES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

MAY 13, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **Vascular Annual Meeting 2014 / June 5-7, 2014**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(508) 894-5100** to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FURNISHINGS

CHAIRS
Pages 1 & 2

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	N71092	Diva Counter Stool	261.95	288.15	366.75	
____	N71091	Diva Chair	232.75	256.05	325.85	
____	N710102	Santana Chair	232.75	256.05	325.85	
____	N710144	Diplomat Chair	261.95	288.15	366.75	
____	N71038	Cherry Barrel Chair ..... ☐ Cranberry ☐ Taupe	272.30	299.55	381.20	
____	N71048	Gray Gaslift Stool w/Arms .	396.15	435.75	554.60	
____	N71047	Gray Gaslift Stool	348.85	383.75	488.40	
____	N71046	Gray Gaslift Chair w/Arms ..	348.85	383.75	488.40	
____	N71045	Gray Gaslift Chair	274.50	301.95	384.30	
____	N71044	Executive Chair	369.55	406.50	517.35	
____	N71089	Black Diamond Side Chair..	130.60	143.65	182.85	
____	N71090	Black Diamond Arm Chair..	186.15	204.75	260.60	

CHAIRS
Page 3

____	N71088	Black Diamond Stool	227.35	250.10	318.30	
____	C210108	Limerick® Chair..... by *Herman Miller*	103.55	113.90	144.95	
____	C210112	Casey Padded Stool ..... ☐ Black ☐ Gray	134.35	147.80	188.10	

LOUNGE SEATING
Page 3

____	N73091	Signature Loveseat	1,185.30	1,303.85	1,659.40	
____	N71093	Signature Chair	534.45	587.90	748.25	

TABLES
Page 4

____	N72026	Cherry Cocktail Table.....	196.20	215.80	274.70	
____	N72027	Cherry End Table.....	154.60	170.05	216.45	
____	N72015	Glass Conference Table..... ☐ Black ☐ Chrome	486.45	535.10	681.05	

TABLES
Page 5

____	N72028	Metro Slate Cocktail Table...	106.05	116.65	148.45	
____	N72029	Metro Slate End Table.....	106.05	116.65	148.45	
____	C115103	Studio Black Cocktail Table.	112.60	123.85	157.65	
____	C115104	Studio Black End Table.....	112.60	123.85	157.65	

TABLES
Page 5

Pedestal Tables - SoHo Series

____	N72066	Black-top Mini 18"W x 18"H	163.35	179.70	228.70	
____	N72069	Black-top Cafe 24"W x 30"H ...	203.70	224.05	285.20	
____	N72070	Black-top Bistro 24"W x 42"H	203.70	224.05	285.20	
____	N72067	Black-top Café Table 36"x30".	203.70	224.05	285.20	
____	N72068	Black-top Bistro 36"W x 42"H ..	203.70	224.05	285.20	

Pedestal Tables - Chelsea Series - Butcher Block Top

____	N72063	Café Table 30"W x 30"H	203.70	224.05	285.20	
____	N72064	Café Table 36"W x 30"H	203.70	224.05	285.20	
____	N720163	Bistro Table 30"W x 42"H	203.70	224.05	285.20	
____	N720164	Bistro Table 36"W x 42"H	203.70	224.05	285.20	

OFFICE FURNITURE
Page 6

____	N72093	Milano Table/Blonde Top	519.75	571.75	727.65	
____	N72092	Milano Table/Black Top	519.75	571.75	727.65	
____	N72094	Luna Table/Black Top	634.85	698.35	888.80	
____	N720191	Hemingway Writing Table	464.30	510.75	650.00	
____	N74061	Cherry Desk 5'	486.05	534.65	680.45	
____	N74065	Cherry Bookcase	486.05	534.65	680.45	
____	N74064	Cherry Credenza	348.85	383.75	488.40	
____	N74071	Oak Desk 5'	486.05	534.65	680.45	
____	N74075	Oak Bookcase	486.05	534.65	680.45	
____	N74074	Oak Credenza	348.85	383.75	488.40	

DISPLAY FURNITURE
Page 7

____	N72056	Display Counter.....	247.50	272.25	346.50	
____	N75079	Orion Computer Kiosk.....	381.25	419.40	533.75	
____	N75030	Black Display Cube/Small.....	246.90	271.60	345.65	
____	N75031	Black Display Cube/Medium....	264.35	290.80	370.10	
____	N75032	Black Display Cube/Large.....	299.85	329.85	419.80	

Display Cylinders

____	N75020	Black Display Cylinder/Low.	211.60	232.75	296.25	
____	N75021	Black Display Cylinder/Med.	211.60	232.75	296.25	
____	N75022	Black Display Cylinder/Lg....	211.60	232.75	296.25	

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NAME OF SHOW: **Vascular Annual Meeting 2014 / June 5-7, 2014**

COMPANY NAME: BOOTH:: BOOTH SIZE: X

CONTACT NAME : PHONE #:

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FURNISHINGS

DISPLAY FURNITURE
Page 7 & 8 (continued)

Draped Tables - Tables are 24" wide

☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	C130330	Draped Table 3'L x 30"H.....	N/A	N/A	N/A	
____	C130430	Draped Table 4'L x 30"H.....	192.05	211.25	268.85	
____	C130630	Draped Table 6'L x 30"H.....	240.00	264.00	336.00	
____	C130830	Draped Table 8'L x 30"H.....	267.45	294.20	374.45	
____	C1240463	4th Side Drape 6'L x 30"H...	43.25	47.60	60.55	
____	C1240483	4th Side Drape 8'L x 30"H...	43.25	47.60	60.55	
____	C130342	Draped Counter 3'L x 42"H.	N/A	N/A	N/A	
____	C130442	Draped Counter 4'L x 42"H.	243.05	267.35	340.25	
____	C130642	Draped Counter 6'L x 42"H.	288.85	317.75	404.40	
____	C130842	Draped Counter 8'L x 42"H.	317.90	349.70	445.05	
____	C1240464	4th Side Drape 6'L x 42"H...	60.40	66.45	84.55	
____	C1240484	4th Side Drape 8'L x 42"H...	60.40	66.45	84.55	

Undraped Tables - Tables are 24" wide

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	C131330	Undraped Table 3'L x 30"H..	N/A	N/A	N/A	
____	C131430	Undraped Table 4'L x 30"H..	81.00	89.10	113.40	
____	C131630	Undraped Table 6'L x 30"H..	99.45	109.40	139.25	
____	C131830	Undraped Table 8'L x 30"H..	124.85	137.35	174.80	
____	C131342	Undraped Counter 3'Lx42"H	N/A	N/A	N/A	
____	C131442	Undraped Counter 4'Lx42"H	110.10	121.10	154.15	
____	C131642	Undraped Counter 6'Lx42"H	128.45	141.30	179.85	
____	C131842	Undraped Counter 8'Lx42"H	155.45	171.00	217.65	

Table Top Risers

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	C150410	Single Step Riser 4'L x 7"H	57.15	62.85	80.00	
____	C150610	Single Step Riser 6'L x 7"H	62.20	68.40	87.10	
____	C150810	Single Step Riser 8'L x 7"H	N/A	N/A	N/A	
____	C150414	Single Step Riser 4'L x14"H	N/A	N/A	N/A	
____	C150614	Single Step Riser 6'L x14"H	N/A	N/A	N/A	
____	C150814	Single Step Riser 8'L x14"H	N/A	N/A	N/A	
____	C150420	Double Step Riser 4'L	84.10	92.50	117.75	
____	C150620	Double Step Riser 6'L	93.25	102.60	130.55	
____	C150820	Double Step Riser 8'L	N/A	N/A	N/A	

ACCESSORIES
Pages 9 & 10

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	C220121	Chrome Stanchion w/belt ..	96.50	106.15	135.10	
____	C220118	Chrome Sign Holder	182.85	201.15	256.00	
____	N750135	Round Literature Rack	223.35	245.70	312.70	
____	N750136	Flat Literature Rack	197.45	217.20	276.45	
____	C220109	Chrome Coat Tree	66.30	72.95	92.80	
____	C220134	Chrome Easel	56.10	61.70	78.55	
____	C220110	Chrome Bag Rack	145.70	160.25	204.00	
____	N75053	Black Trash Receptacle	106.05	116.65	148.45	
____	N75054	Aluminum Trash Receptacle	106.05	116.65	148.45	
____	220107	Wastebasket	21.85	24.05	30.60	
____	220106	Corrugated Wastebasket.....	21.85	24.05	30.60	
____	N75057	Small Refrigerator	458.45	504.30	641.85	
____	N75052	Black Table Lamp	167.25	184.00	234.15	
____	N74082	File Cabinet/2 Drawer	211.60	232.75	296.25	
____	N74081	File Cabinet/4 Drawer	274.50	301.95	384.30	
____	10201484	Bulletin Board	295.50	325.05	413.70	

Special Drape

☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	12103	Special Drape 3'H (per ft.) ..	19.35	21.30	27.10	
____	12108	Special Drape 8'H (per ft.) ...	26.80	29.50	37.50	

TOTAL COST

_____ + _____ = _____

Sub-Total | 6.25 % Tax | Total Cost

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Lisbon Group - Black Leather						
	81011	Chair	547.60	602.35	766.65	
	8303	Loveseat	736.00	809.60	1,030.40	
	8302	Sofa	817.30	899.05	1,144.20	
Newport Group -Charcoal Leather						
	8308	Loveseat	744.70	819.15	1,042.60	
	8109	Armless Chair	423.25	465.60	592.55	
	81010	Corner Chair	494.15	543.55	691.80	
South Beach Group - Platinum Suede						
	8301	Sofa	717.15	788.85	1,004.00	
	8151	Ottoman	312.70	343.95	437.80	
Key West Group - Black Fabric						
	8307	Loveseat	646.20	710.80	904.70	
	8306	Sofa	710.70	781.75	995.00	
	8103	Tub Chair	449.25	494.20	628.95	
Allegro Group - Blue Fabric						
	81019	Chair	461.05	507.15	645.45	
	83015	Sofa	735.85	809.45	1,030.20	
Marrakesh Group - Beige Fabric						
	810808	Chair	482.30	530.55	675.20	
	83062	Sofa	678.55	746.40	949.95	
Memphis Group - Black Fabric						
	810812	Chair	494.80	544.30	692.70	
	83064	Sofa (compact)	689.60	758.55	965.45	
Roma Group - White Vinyl						
	81020	Chair	515.55	567.10	721.75	
	83016	Sofa	799.00	878.90	1,118.60	
CASUAL SEATING						
Ottomans						
	8154	Square - Black Leather	345.55	380.10	483.75	
	8152	Square - White Leather	345.55	380.10	483.75	
	8155	Bench - Black Leather	430.30	473.35	602.40	
	8153	Bench - White Leather	430.30	473.35	602.40	
	81513	Half Round - Black Leather	449.25	494.20	628.95	
	81514	Half Round - White Leather	449.25	494.20	628.95	
Ottomans						
	81518	Vibe - Blue Vinyl	129.45	142.40	181.25	
	81520	Vibe - Pink Vinyl	129.45	142.40	181.25	
	81519	Vibe - Red Vinyl	129.45	142.40	181.25	
	81517	Vibe - Yellow Vinyl	129.45	142.40	181.25	
	81525	Vibe - OrangeVinyl	129.45	142.40	181.25	
	81511	Leather Cube - White Leather	124.35	136.80	174.10	
	81512	Leather Cube - Black Leather	124.35	136.80	174.10	
	81526	Edge LED Cube	230.55	253.60	322.75	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (continued)						
Occasional Chairs						
	8101	T-vac Chair - Translucent/Chrome	350.75	385.85	491.05	
	810819	Globus Occasional Chair - White Vinyl/Chrome	423.45	465.80	592.85	
	8102	Madrid Chair - Black Leather	896.70	986.35	1,255.40	
	810816	Madrid Chair - White Leather	890.65	979.70	1,246.90	
	81017	Panton Chair - White Plastic	216.05	237.65	302.45	
	810814	ICE Side Chair - Transparent/Chrome	235.65	259.20	329.90	
	81090	New York Chair - Onyx/Maple Wood/Chrome	212.55	233.80	297.55	
	810707	ISO Mesh Pull-up Chair - Black Vinyl/Black Steel	340.45	374.50	476.65	
	810811	Berlin Stack Chair - White & Red Plastic/Chrome	122.55	134.80	171.55	
	810810	Berlin Stack Chair - White & Black Plastic/Chrome	122.55	134.80	171.55	
	810702	Jetson Chair - Black Vinyl/Black Steel	212.55	233.80	297.55	
	810835	Meeting Chair (Espresso)	244.65	269.10	342.50	
	810836	Meeting Chair (Taupe)	320.55	352.60	448.75	
	810837	Razor Armless Chair	129.35	142.30	181.10	
	810838	Fusion Chair Black/White	168.70	185.55	236.20	
Conference Chairs						
	810807	Luxor Executive Chair - Black Leather	475.10	522.60	665.15	
	81075	Tilt Executive Chair - Onyx Fabric	350.75	385.85	491.05	
	81018	Flex Chair - Black Plastic/Chrome	176.25	193.90	246.75	
	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel	359.40	395.35	503.15	
	810813	Perth Highback Chair - Black Leather/Chrome	494.80	544.30	692.70	
	81073	Altura Junior Executive Chair - Black Fabric	395.65	435.20	553.90	
Bars & Bar Stools						
	8501	Martini Bar - Grey metal rounded bar with frosted glass top and chrome legs	1,555.05	1,710.55	2,177.05	
	810100	Ohio Barstool - Grey Fabric/Chrome	195.35	214.90	273.50	
	810101	Ohio Barstool - Red Fabric/Chrome	195.35	214.90	273.50	
	810102	Ohio Barstool - Black Fabric/Chrome	195.35	214.90	273.50	
	810202	Shark Swivel Barstool - White Plastic/Chrome	308.90	339.80	432.45	
	810103	Banana Barstool - White Vinyl/Chrome	214.25	235.70	299.95	
	810104	Banana Barstool - Black Vinyl/Chrome	214.25	235.70	299.95	
	810815	ICE Barstool - Transparent/Chrome	251.35	276.50	351.90	
	810505	Gin Barstool - Maple Wood/Chrome	188.40	207.25	263.75	
	810706	Jetson Barstool - Black Vinyl/Black Steel	295.40	324.95	413.55	
	810200	Oslo Barstool - Blue Plastic/Chrome	269.55	296.50	377.35	
	810201	Oslo Barstool - White Plastic/Chrome	269.55	296.50	377.35	
	810834	Zoey Barstool	348.65	383.50	488.10	
Occasional End & Cocktail Tables						
	82015	Silverado End Table - Tempered Glass/Painted Steel	286.85	315.55	401.60	
	82014	Silverado Table - Tempered Glass/Painted Steel	305.75	336.35	428.05	
	82025	Geo End Table - Glass/Black Steel	259.25	285.20	362.95	
	82035	Geo End Table - Glass/Chrome	259.25	285.20	362.95	
	82024	Geo Table - Glass/Black Steel	286.85	315.55	401.60	
	82034	Geo Table - Glass/Chrome	286.85	315.55	401.60	
	82023	Inspiration End Table - Tempered Glass/Painted Steel	331.80	365.00	464.50	
	82022	Inspiration Table - Tempered Glass/Painted Steel	350.75	385.85	491.05	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES, LIGHTING & MORE						
Occasional End & Cocktail Tables						
	82054	Sydney End Table - Black Laminate/Brushed Steel..	267.05	293.75	373.85	
	82055	Sydney End Table - White Laminate/Brushed Steel..	267.05	293.75	373.85	
	82052	Sydney Table - Black Laminate/Brushed Steel.....	322.05	354.25	450.85	
	82053	Sydney Table - White Laminate/Brushed Steel.....	322.05	354.25	450.85	
	82056	Candy Table.....	199.65	219.60	279.50	
	82057	Edge LED Lighted Table.....	230.55	253.60	322.75	
Conference Tables						
	82060	Nova White Oval Table - White Laminate/Chrome....	529.15	582.05	740.80	
	82033	Manhattan Table - Glass/Black Steel.....	342.10	376.30	478.95	
	82041	Geo Conference Table - Glass/Black Steel.....	421.65	463.80	590.30	
	82051	Geo Conference Table - Glass/Chrome.....	421.65	463.80	590.30	
	82058	Communal Table 30"H (Maple with Grommets).....	465.60	512.15	651.85	
	82059	Communal Table 42"H (Maple with Grommets).....	496.60	546.25	695.25	
	82067	Communal Table 30"H Maple.....	465.60	512.15	651.85	
	82068	Communal Table 42"H Maple.....	496.60	546.25	695.25	
	82063	Communal Table 30"H White.....	465.60	512.15	651.85	
	82066	Communal Table 42"H White.....	496.60	546.25	695.25	
Product Display						
	850604	Etagere - Black.....	355.90	391.50	498.25	
	850605	Etagere -Pewter.....	355.90	391.50	498.25	
	85078	Locking Door Pedestal - Black Laminate.....	528.80	581.70	740.30	
Refrigerator						
	8503001	Refrigerator - White.....	888.05	976.85	1,243.25	
Lighting						
	850707	Mason Table Lamp - White/Brushed Silver.....	145.35	159.90	203.50	
	850708	Mason Floor Lamp - White/Brushed Silver.....	213.45	234.80	298.85	

TOTAL COST

_____ + _____ = _____

Sub-Total 6.25% Tax Total Cost

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ONLINE PRICE
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For Assistance, please call **(508) 894-5100** to speak with one of our experts.

- **Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability. Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.**
- All Classic and Prestige carpets contain recycled content and are recyclable.

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PRESTIGE CARPET - *includes plastic covering, delivery, material handling, installation and removal*

- **Guaranteed new, high quality carpet available in a variety of designer colors.**

CHOOSE YOUR CARPET COLOR - *40 oz. Carpet:*

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 5.75	$ 6.35	$ 8.05	_____
701 - 1200 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 5.30	$ 5.85	$ 7.40	_____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 4.80	$ 5.30	$ 6.70	_____
701 - 1200 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 4.10	$ 4.50	$ 5.75	_____

CUSTOM CUT CLASSIC CARPET - *includes plastic covering, delivery, material handling, installation and removal*

- **Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of standard colors.**

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

16 oz. Carpet Rental - Price per square foot (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 3.55	$ 3.90	$ 4.95	_____

CLASSIC CARPET - *includes delivery, material handling, installation and removal*

- **Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.**

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	$ 292.40	$ 321.65	$ 409.35	_____
_____	9' x 20' Classic Carpet	$ 584.80	$ 643.30	$ 818.70	_____
_____	9' x 30' Classic Carpet	$ 877.20	$ 964.90	$ 1,228.10	_____
_____	9' x 40' Classic Carpet	$ 1,169.60	$ 1,286.55	$ 1,637.45	_____

CARPET PADDING AND PLASTIC COVERING - *includes delivery, material handling, installation and removal*

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Carpet Padding	$ 153.00	$ 166.50	$ 216.00	_____
_____	9' x 20' Carpet Padding	$ 306.00	$ 333.00	$ 432.00	_____
_____	9' x 30' Carpet Padding	$ 459.00	$ 499.50	$ 648.00	_____
_____	9' x 40' Carpet Padding	$ 612.00	$ 666.00	$ 864.00	_____
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	$ 1.70	$ 1.85	$ 2.40	_____
_____	Carpet Padding -1/2" (Over 700 sq. ft.)(price per sq. ft.)	$ 1.36	$ 1.50	$ 1.90	_____
_____	Plastic Covering (price per sq. ft.).....	$ 1.36	$ 1.50	$ 1.90	_____

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance.****

TOTAL COST

_____ (Sub- Total) + _____ (6.25% Tax) = _____ (Total Cost)

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DISCOUNT PRICE DEADLINE DATE

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All Exhibits Include: installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	☐ **10' x 10'**	2,569.80	3,597.70	☐ **10' x 20'**	3,932.50	5,505.50	_____
Package 2	☐ **10' x 10'**	1,593.20	2,230.50	☐ **10' x 20'**	2,952.50	4,133.50	_____
Package 3	☐ **10' x 10'**	2,125.80	2,976.10	☐ **10' x 20'**	3,491.90	4,888.65	_____
Package 4	☐ **10' x 10'**	2,161.00	3,025.40	☐ **10' x 20'**	4,428.75	6,200.25	_____
Package 5	☐ **10' x 10'**	2,265.50	3,171.70	☐ **10' x 20'**	4,530.95	6,343.35	_____
Package 6	☐ **10' x 10'**	2,362.00	3,306.80	☐ **10' x 20'**	3,724.70	5,214.60	_____

CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:

Check color choice

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte

☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections and pricing.

Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recyclable content.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).

Note: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color _____

☐ Red ☐ Teal ☐ White ☐ Dark Green ☐ Font Type _____

*Unless font type is indicated, Helvetica will be used.

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

☐ Slatwall & Shelves ☐ Cabinets & Counters ☐ Specialty Colored Metal ☐ Recyclable Graphics

☐ Colored Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo ☐ White Eco-Board

The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

TOTAL COST

_____ (Sub-Total) + _____ (6.25 % Tax) = _____ (Total Cost)

FREEMAN rental exhibits

FREEMAN

275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608
FreemanBostonES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
MAY 13, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **Vascular Annual Meeting 2014 / June 5-7, 2014**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

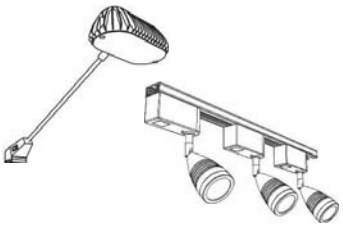
E-MAIL ADDRESS :

For Assistance, please call (508) 894-5100 to speak with one of our experts.

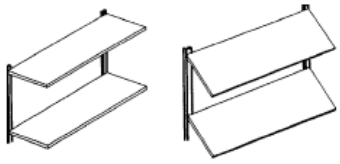
For fast, easy ordering, go to www.freemanco.com/store

ACCESSORIES FOR RENTAL UNITS

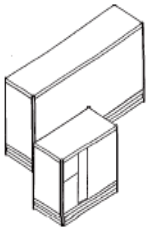
LIGHTS (use only on rentals)



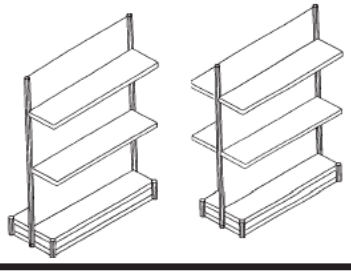
SHELVES (use only on rentals)



CABINETS

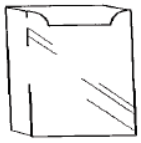


GONDOLAS



RADIUS CABINET (does not have doors)

LITERATURE POCKETS



LIGHT FIXTURES
(electrical service & labor to install lights not included)

Qty	Part #	Description	Discount Price	Standard Price	Total
___	172512	Arm Light	75.80	106.10	
___	172514	4' Tracklight (3 lights)	299.05	418.65	
___	17252	Halogen Light	75.80	106.10	

CABINETS & LOCKS

Cabinets
☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White PVC

Qty	Part #	Description	Discount Price	Standard Price	Total
___	17305	1M x ½M x 36" High.....	405.75	568.05	
___	17306	1M x ½M x 42" High.....	405.75	568.05	
___	17308	2M x ½M x 36" High.....	592.30	829.20	
___	17309	2M x ½M x 42" High.....	592.30	829.20	
___	173010	1M Radius x ½M x 36" High.	632.90	886.05	
___	173011	1M Radius x ½M x 42" High..	632.90	886.05	
		(Radius Cabinets do not have doors)			
___	17301	Cabinet Lock	17.00	23.80	
		Inside Shelves Available ..... Quoted on Request			

Don't see what you need?
Please call an Exhibitor Sales Specialist at (508) 894-5100.

GONDOLAS

Gondolas
☐ Blue Fabric ☐ Gray Fabric ☐ Perfboard ☐ White PVC

Qty	Part #	Description	Discount Price	Standard Price	Total
___	174541	Single Sided 1M x 4' High...	316.45	443.05	
___	174542	Double Sided 1M x 4' High..	421.95	590.75	
___	174581	Single Sided 1M x 8' High...	474.75	664.65	
___	174582	Double Sided 1M x 8' High..	632.90	886.05	

SHELVES

Qty	Part #	Description	Discount Price	Standard Price	Total
___	17201	1M Straight (37" x12")	75.80	106.10	
___	17206	1M Angled (37" x 12")	75.80	106.10	

LITERATURE POCKETS

Qty	Part #	Description	Discount Price	Standard Price	Total
___	174015	For 8½ x 11 Literature	32.10	44.95	

TOTAL COST

_____ Sub-Total + _____ 6.25% Tax = _____ Total Cost

05/10 (301241)

**** Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.***

FREEMAN exhibit accessories

FREEMAN
275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608
FreemanBostonES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
MAY 13, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **Vascular Annual Meeting 2014 / June 5-7, 2014**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (508) 894-5100 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.
Please see artwork guidelines for electronic files on page 2 of this form.
Note: All graphics are subject to a 100% Cancellation Charge.

DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing virtually any size for banners, signage, exhibit graphics and more.

_____ **L X** _____ **W =** _____ **sq.ft.**

sq. ft. _____ **x** **$ 20.25** **per sq. ft. discount price** **or** **$ 28.35** **per sq. ft. standard price** **= $** _____

- **Minimum order per graphic 9 sq. ft. (1296 sq. in.)**
- **Double sq. ft. for double-sided graphics**
- **Round sq. ft. to next whole increment**
- **File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)**

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- ☐ Foamcore
- ☐ PVC
- ☐ Gatorfoam
- ☐ Ultra-Board
- ☐ Masonite
- ☐ Plexi
- ☐ Eco-Board
- ☐ Other

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:	QTY.		Discount Price	Standard Price		TOTAL
7" x 11"	_____	@	48.95	68.55	=	_____
7" x 22"	_____	@	50.55	70.75	=	_____
7" x 44"	_____	@	62.45	87.45	=	_____
9" x 44"	_____	@	80.95	113.35	=	_____
11" x 14"	_____	@	48.95	68.55	=	_____
14" x 22"	_____	@	60.80	85.10	=	_____
14" x 44"	_____	@	126.55	177.15	=	_____
22" x 28"	_____	@	126.55	177.15	=	_____
28" x 44"	_____	@	185.55	259.75	=	_____
20" x 60" (white only)	_____	@	N/A	N/A	=	_____

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

INDICATE YOUR SIGN COPY HERE:

* Please feel free to attach additional sign copy on separate page.

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Background Color: _____

Lettering Color: _____

TOTAL COST

_____ (Sub-Total) + _____ (6.25 % Tax) = _____ (Total Cost)

FREEMAN graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches.)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a “vector” file, include all fonts, or convert fonts to outlines or paths

ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

WAYS TO SEND ARTWORK

• Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)

•Files may also be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (508) 894-5100 for assistance.

FREEMAN

275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608
FreemanBostonES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
MAY 13, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **Vascular Annual Meeting 2014 / June 5-7, 2014**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (508) 894-5100 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

TABLE TOP UNIT

RENTAL

Size	DiscountPrice	Standard Price	QTY	TOTAL
40"H x 6'W	1,059.50	1,483.30		
40"H x 8'W	1,229.85	1,721.80		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6'W	1,103.15	1,544.40		
40"H x 8'W	1,250.25	1,750.35		

*Shipping Not Included

Rental Units Include:
Draped Table (select color below)
Classic Carpet 9' X 10 '(select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
1-Case
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:
☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

***Other Colors Also Available for Purchase Units**

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Table Drape:
☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

FLOOR UNIT

RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,738.40	2,433.75		
8'H x 10'W	2,070.85	2,899.20		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,500.70	3,501.00		
8'H x 10'W	2,936.30	4,110.80		

*Shipping Not Included

Rental Units Include:
Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H X 10'W unit only
2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
2-Cases
One Time Installation & Dismantle
1-Podium - 8'H X 10'W unit only

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:
☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

***Other Colors Also Available for Purchase Units**

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

• All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.
Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES

		RENTAL				PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit		214.25	299.95			275.55	385.75	
1715801	1-200 Watt Halogen Light Kit		112.25	157.15			202.60	283.65	
1715802	Straight Shelf		86.00	120.40			139.85	195.80	
1715803	Angled Shelf		86.00	120.40			139.85	195.80	

QUICK TIPS

* If shipping literature or products, material handling rates will apply.
* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

PURCHASE UNITS TOTAL COST				
_____	+	_____	=	_____
Sub-Total		6.25% Tax		Total Cost

RENTAL UNITS TOTAL COST				
_____	+	_____	=	_____
Sub-Total		6.25% Tax		Total Cost

FREEMAN totalflex

F R E E M A N
275 Bodwell Street
Avon, MA 02322
508-894-5100 • Fax: 469-621-5608
FreemanBostonES@freemanco.com

DEADLINE DATE
MAY 13, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **Vascular Annual Meeting 2014 / June 5-7, 2014**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 508-894-5100 to speak with one of our experts.

For fast, easy ordering, go to www.myfreemanonline.com

DISPLAY LABOR (One Hour Minimum per Worker)

Description		Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 4:30 P.M. Monday through Friday	$149.55	194.40
Overtime-	4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday	$223.35	290.35
Double Time-	All Day Sunday and Holidays	$268.10	348.55

- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

INSTALLATION LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**
- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of $45.00.

Emergency contact: _____ Phone Number: _____

☐ **Exhibitor Supervised Labor (**Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People		Approx. Hrs. per Person		Total Hrs.		Hourly Rate		Estimated Total Cost
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____

Freeman Supervision (30%/$45.00) = $_____

Tax = $**(N/A)**

Total Installation = $_____

DISMANTLE LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of $45.00.

Emergency contact: _____ Phone Number: _____

☐ **Exhibitor Supervised Labor(**Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People		Approx. Hrs. per Person		Total Hrs.		Hourly Rate		Estimated Total Cost
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____

Freeman Supervision (30%/$45.00) = $_____

Tax = $**(N/A)**

Total Dismantle = $_____

FREEMAN installation & dismantle

NAME OF SHOW: **Vascular Annual Meeting 2014 / June 5-7, 2014**

COMPANY NAME: BOOTH#:

CONTACT NAME: PHONE#:

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No._____

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size_____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

_____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

_____

Special Tools/Hardware Required: _____

_____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

_____

_____

_____

METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

- ☐ Common Carrier
- ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

☐ **Other (list carrier name & phone number):**

- ☐ Other Common Carrier:_____
- ☐ Other Air Freight:_____
- ☐ Van Line: _____

FREIGHT CHARGES

☐ Prepaid ☐ Collect

Bill To: _____

_____

_____

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

☐ **Reroute via Freeman's choice**

☐ **Deliver back to Freeman warehouse at Exhibitor's expense.**

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.

FREEMAN installation & dismantle

F R E E M A N
275 Bodwell Street
Avon, MA 02322
Ph: 508-894-5100 • Fax: 469-621-5608
FreemanBostonES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT WITH YOUR ORDER

DEADLINE DATE MAY 13, 2014

FREEMAN electrical/internet cord labor

SHOW NAME: **Vascular Annual Meeting 2014 / June 5-7, 2014**

COMPANY NAME: BOOTH#:

CONTACT NAME: PHONE #:

SIGNATURE: FAX#:

***YOUR SIGNATURE ABOVE DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

		Advance	Show Site
Straight Time-	8:00 A.M. to 4:30 P.M. Monday through Friday	$149.55	194.40
Overtime-	4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday	$223.35	290.35
Double Time-	All Day Sunday and Holidays	$268.10	348.55

- Price is per person/per hour
- Supervisor must check in at Service Desk to pick up labor
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker

Please include set up plan and special instructions with this order.

Utility services for all 120V power provided by the facility does not include the installation of cords to specific areas within the booth space. Freeman labor, display company labor or the exhibitor can perform this work. Rental carpeting and padding will not be installed until cord installation is completed.

***High voltage (208V and over), please contact the facility's electrical department.**

CORD INSTALLATION LABOR

☐ **Freeman Supervised Labor**

• Installation of electrical cords will be completed at our discretion prior to exhibitor move-in.
• The charge for this service is 30% of the total installation labor bill, with a minimum of $45.00. **A detailed floor plan must accompany this order**.

Emergency Contact:_____Phone Number:_____

☐ **Exhibitor Supervised Labor** ☐ **Display Company Supervised Labor**

Name of supervisor_____Phone Number:_____

•Start times cannot always be guaranteed.
•If no time is provided, labor will be available on a first-come, first serve basis only.
•Exhibitors and I&D house supervising the labor themselves should visit the Freeman service center to confirm that you are ready for service.
•Carpet will not be installed until cords have been laid.

Date	Start Time	No. of People		Approx. Hrs. per Person	Total Hrs.		Hourly Rate	Estimated Total Cost
_____	_____	_____	x	_____	= _____	@ $	_____	= $_____
_____	_____	_____	x	_____	= _____	@ $	_____	= $_____

Freeman Supervision (30%/45.00) = $_____

Total Installation = $_____

CORD DISMANTLE LABOR

• A one hour minimum labor charge will apply to pick up cords.
•Cord dismantle will be done on straight time whenever possible.

Date	No. of People		Approx. Hrs. per Person		Total Hrs.		Hourly Rate	Estimated Total Cost
_____	1	x	1	=	1	@ $	_____	= $ _____

CORD RENTAL

Description	Price	Quantity
25' Flat Cord	**$25.00***	_____
50' Flat Cord	**$38.00***	_____
Tape to cover cords	**$22.00/roll***	_____

There will be a minimum charge of $22.00 to cover cords with tape.
Larger areas and multiple electrical drops may require more than one roll.

Subtotal _____
***+6.25% Mass Tax** _____
Total Cost _____

See Reverse Side For Additional Information And Conditions

FREEMAN electrical labor

TERMS & CONDITIONS

1 Straight time rates apply to labor calls between the hours of 8:00 am and 4:30 pm, Monday through Friday. Overtime rates apply to labor calls before 8:00 am and after 4:30 pm, Monday through Friday, Saturdays, Double time rates apply to labor calls all day Sundays and Holidays.

2 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.

3 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. A one hour minimum charge will apply to pick up cords.

4 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.

5 Labor charges will include the time for laborers to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.

6 Every effort will be made to dispatch laborers as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first come first served basis as orders are received.

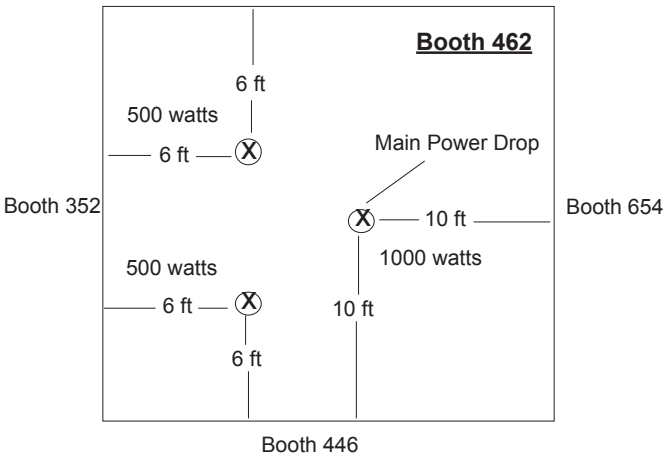
7 Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.

8 Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, it officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. **Location and load of main power drop - please provide specific dimensions and wattages/amperages.**
2. **Location and load of all outlets - please provide specific dimensions and wattages/amperages.**
3. **Booth orientation - please provide surrounding aisle and/or booth numbers**



BOOTH DIAGRAM

F R E E M A N
275 Bodwell Street
Avon, MA 02322
Phone: 508-894-5100 • Fax: 469-621-5608

METHOD OF PAYMENT FORM MUST ACCOMPANY YOUR ORDER

DEADLINE DATE MAY 13, 2014

NAME OF SHOW: **Vascular Annual Meeting 2014 / June 5-7, 2014**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 508-894-5100 to speak with one of our experts.

For fast, easy ordering, go to www.myfreemanonline.com

RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime - 4:30 P.M. to 8:00 A.M. Monday through Friday, All Day Saturday
Double Time- All Day Sunday and Holidays

- **Show Site price will apply to all labor orders place at show site**
- Start time guaranteed only at start of work day
- **One hour minimum**
- Supervisor must check in at Service Desk to pick up forklift labor and scissor lift
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth
- Rigging is used for forklift use within your booth space

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR - up to 5,000 lbs.			
304050	Forklift & operator - ST	$372.30	$484.00
304051	Forklift & operator - OT	$519.75	$675.70
304052	Forklift & operator - DT	$609.35	$792.15
FORKLIFT LABOR 4-STAGE - up to 5,000 lbs.			
304040	4-Stage Forklift & operator - ST	$529.10	$687.85
304041	4-Stage Forklift & operator - OT	$676.60	$879.60
304042	4-Stage Forklift & operator - DT	$762.00	$990.60
FORKLIFT LABOR - up to 10,000 lbs.			
3040100	Forklift & operator - ST	$450.80	$586.05
3040101	Forklift & operator - OT	$598.10	$777.55
3040102	Forklift & operator - DT	$687.95	$894.35
RIGGING LABOR			
3020100	Rigger - ST	$149.55	$194.40
3020101	Rigger - OT	$223.35	$290.35
3020102	Rigger - DT	$268.10	$348.55

☐ Please check here if you need a Scissorlift for booth work.

INSTALLATION - RIGGING

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
							Sub-Total	
							6.25% Tax	N/A
							Total	

Describe work to be done: _____

DISMANTLE - RIGGING

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
							Sub-Total	
							6.25% Tax	N/A
							Total	

Describe work to be done: _____

PLEASE INDICATE WORK TO BE PERFORMED

☐ **UNCRATING** ☐ **UNSKIDDING** ☐ **RE-SKIDDING** ☐ **HEADER / BOOTH WORK** ☐ **OTHER**

Rigging must be canceled, in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per crew.

FREEMAN rigging labor

FREEMAN
275 Bodwell Street
Avon, MA 02322
508-894-5100 • Fax: (469) 621-5608
FreemanBostonES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
MAY 13, 2014

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **Vascular Annual Meeting 2014 / June 5-7, 2014**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 508-894-5100 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead signs to be hung by Freeman must be assembled, installed & removed by Freeman. Please contact 617-954-2345 for assembly of signs to be hung by JCalpro.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner ____ Metal or Wood _____ Other _____

Shape: Square ____ Triangle __ Rectangle ____ Other ____

Size: Height _____ Length _____ Width _____

Weight of Sign: _____

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

_____ Feet in from the back Aisle # _____

_____ Feet in from the left Aisle # _____

_____ Feet in from the right Aisle # _____

_____ Feet in from the front Aisle # _____

Number of feet from floor to top of sign: _____

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time
8:00 A.M. to 4:30 P.M., Monday through Friday

Overtime
4:30 P.M. to 8:00 A.M., Monday through Friday, All Day Saturday

Double Time
All Day Sunday and Holidays

Materials
Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- **Standard prices will apply to all labor orders placed after the deadline**
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments

	Straight Time	Overtime	Double Time
20' Scissorlift Scissorlift with crew (up to 500 lbs lift capacity)			
Advance Price	$429.10	$576.50	$666.15
Standard Price	$557.85	$749.45	$866.00
Condor/Boom Condor with crew (up to 200 lbs lift capacity)			
Advance Price	$873.65	$1094.70	$1229.40
Standard Price	$1135.75	$1423.10	$1598.20

Any hanging sign over 150 lbs in weight and/or requiring electricity / chain motors must be installed by JCAL Pro - Please see their order form under the MCCA Ordering Guideline.

Assembly Labor (Per person / Per hour)			
Advance Price	$149.55	$223.35	$268.10
Standard Price	$194.40	$290.35	$348.55
Rigging Labor (Per person / Per Hour)			
Advance Price	$149.55	$223.35	$268.10
Standard Price	$194.40	$290.35	$348.55

INTALLATION - HANGING SIGN

Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

DISMANTLE - HANGING SIGN

Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

(show #)

*Freeman Structural Integrity form must accompany the Hanging Sign Order Form.

FREEMAN hanging sign labor

FREEMAN
275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608
FreemanBostonES@freemanco.com

PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM

STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the **Vascular Annual Meeting 2014 / June 5-7, 2014** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, HYNES CONVENTION CENTER, FREEMAN,** and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #:_____

Authorized Signature: _____

Printed Name: _____ Date:_____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date:_____

E-Mail: _____

Complete and return form to address listed at the top of this form.

FREEMAN structural integrity statement

F R E E M A N
275 Bodwell Street
Avon, MA 02322
508-894-5100 • Fax: 469-621-5608
FreemanBostonES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **Vascular Annual Meeting 2014 / June 5-7, 2014**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 508-894-5100 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.myfreemanonline.com, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, Airborne Express & DHL** are included in this category due to their delivery procedures.

UNCRATED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

STRAIGHT TIME: 8:00 A.M. to 4:30 P.M. Monday through Friday

OVERTIME: 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays

NOTE: SOME INBOUND AND ALL OUTBOUND MATERIAL HANDLING SERVICES WILL HAVE OVERTIME CHARGES APPLIED.

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum) - *Includes overtime outbound charges*		
Crated or Skidded Shipment	$ 210.65	421.30
Special Handling Shipment	$ 273.85	547.70
Show Site Shipment (200 lb. minimum) - *Includes overtime outbound charges*		
Crated or Skidded Shipment	$ 202.90	405.80
Special Handling Shipment	$ 263.80	527.60
Uncrated or Pad Wrapped Shipment	$ 304.35	608.70
Small Package - Maximum weight is 30 lbs per shipment		
Per Shipment	$ 40.50	

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

ADDITIONAL SURCHARGES:		
Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after **May 27**	$ 35.75	71.50
Show site Shipment after **Show Opening**	$ 33.80	67.60

All rates quoted above are straight time rates. All freight received at the warehouse that must be moved into or out of the booth before 8:00 am or after 4:30 pm on weekdays will be charged overtime rates. Show site overtime hours are before 8:00 am and after 4:30 pm on weekdays. Any time on Saturday, Sunday or holidays will be charged overtime each way in addition to the above rates.

Overtime Charge - Warehouse (in addition to above rates)		
Crated or Skidded Shipment	$ 71.50	143.00
Special Handling Shipment	$ 92.95	185.90
Overtime Charge - Show Site (in addition to above rates)		
Crated or Skidded Shipment	$ 67.65	135.30
Special Handling Shipment	$ 87.95	175.90
Uncrated or Pad Wrapped Shipment	$ 101.45	202.90
Off-target Charge (in addition to above rates)	25% additional	

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
		6.25% Tax	**N/A**
		Total	

All rates are per 100 lbs. Please round up to the next 100 lbs.
Example: 840 lbs - 900 lbs (9 cwt)

Tips to Save on Material Handling

- **Consolidate shipments -** when total weight is less than 200 lbs. For Example:

3 Separate Shipments	1 Consolidated Shipment
60 lbs. charged @ 200 lbs. $ 421.30	3 pieces (1 shipment)
52 lbs. charged @ 200 lbs. $ 421.30	177 lbs. charged @ 200 lbs = $421.30
65 lbs. charged @ 200 lbs. $ 421.30 = $1,263.90	**Added benefit** - your shipments are less likely to get misplaced if they are packaged together with larger items.

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.myfreemanonline.com

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?
Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?
Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?
Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?
Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or “cubed out” shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?
Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?
Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?
Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have “No Documentation”?
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, Airborne Express & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet only shipments?
Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY FREEMAN EXHIBIT TRANSPORTATION

FREEMAN

(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International

NAME OF SHOW: **Vascular Annual Meeting 2014 / June 5-7, 2014**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call applicable number listed above to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
  (800) 995-3579 Toll Free US & Canada
  (817) 607-5100 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

(City) (State) (Zip)

DESTINATION

☐ I will be shipping to the **WAREHOUSE**

FREEMAN / Exhibiting Company Name / Booth #

Vascular Annual Meeting 2014

C/O: FREEMAN
25 DOHERTY AVE
AVON, MA 02322

MUST BE DELIVERED BY MAY 27, 2014

☐ I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #
Vascular Annual Meeting 2014
C/O: FREEMAN
HYNES CONVENTION CENTER
900 BOYLSTON ST
BOSTON, MA 021153101

CANNOT BE DELIVERED BEFORE JUNE 03, 2014

TYPE OF SERVICE

☐ Next Day Air: Delivery next business day by 5:00 PM
☐ Second Day Air: Delivery second business day by 5:00 PM
☐ 3-5 Day Service: Delivery within 3 - 5 business days
☐ Declared Value $ _____

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

☐ Standard Ground: Dependent on distance
☐ Expedited Ground: Tailored to specific requirements
☐ Specialized: Pad wrapped, uncrated, truck load

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Est. Weight
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____)	_____
____ Skids/Pallets	_____
____ Carpet (color _____)	_____
____ Other (_____)	_____
____ Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

☐ I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM TO:
(469) 621-5810

A TRANSPORTATION SPECIALIST WILL CALL YOU TO CONFIRM RECEIPT OF ORDER AND FINALIZE DETAILS.

SHOW # (301241)

09/11

FREEMAN exhibit transportation

Freeman

TRANSPORTATION COMPLETE

SAVE MONEY NOW!

Freeman's all-inclusive shipping and material handling package means transporting your exhibit materials has never been simpler or as affordable.

Double the convenience... zero surprises.

Package includes:

- Round trip standard ground transportation AND material handling services
- No additional fees, no surprises
- Pick-up and transportation from point of origin to either advance warehouse or show site – your choice.
- Pre-printed shipping labels & outbound paperwork

Benefits:

- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- All charges on your Freeman invoice
- LTL (less than truck load) shipping

To take advantage, call 1-800-995-3579 or email exhibit.transportation@freemanco.com for a quote.

*Services apply to destinations anywhere in the Continental U.S.

FREEMAN
INNOVATION DEDICATED TO YOUR BRAND

FREEMAN
275 Bodwell St
Avon, MA 02322
(508) 894-5100 Fax: (469) 621-5608
FreemanBostonES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **Vascular Annual Meeting 2014 / June 5-7, 2014**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (508) 894-5100 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME:

BILLING ADDRESS:

CITY: STATE/ PROVINCE: ZIP/ POSTAL CODE:

SHIP TO: COMPANY NAME:

DELIVERY ADDRESS:

CITY: STATE/ PROVINCE: ZIP/ POSTAL CODE:

PHONE#: ATTN:

SPECIAL INSTRUCTIONS:

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- ☐ 1 Day: Delivery next business day
- ☐ 2 Day: Delivery by 5:00 P.M. second business day
- ☐ Expedited
- ☐ Deferred: Delivery within 3-4 business days
- ☐ Standard Ground
- ☐ Specialized: Pad wrapped, uncrated, or truckload

☐ OTHER COMMON CARRIER

☐ OTHER VAN LINE

☐ OTHER AIR FREIGHT

☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #:

DESIRED NUMBER OF LABELS:

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

05/10 (301241)

FREEMAN outbound shipping

FREEMAN

RUSH

DO NOT DELAY

MUST DELIVER BY MAY 27, 2014

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
25 DOHERTY AVE

AVON, MA 02322

WAREHOUSE

EVENT: ***Vascular Annual Meeting 2014***

BOOTH NO: _____ NO. _____ OF _____ PCS

FREEMAN

RUSH

DO NOT DELAY

MUST DELIVER BY MAY 27, 2014

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
25 DOHERTY AVE

AVON, MA 02322

WAREHOUSE

EVENT: ***Vascular Annual Meeting 2014***

BOOTH NO: _____ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

FREEMAN

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE JUNE 03, 2014

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
HYNES CONVENTION CENTER
900 BOYLSTON ST

BOSTON, MA 021153101

SHOW SITE

EVENT: ***Vascular Annual Meeting 2014***

BOOTH NO: _____ NO. _____ OF _____ PCS

FREEMAN

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE JUNE 03, 2014

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
HYNES CONVENTION CENTER
900 BOYLSTON ST

BOSTON, MA 021153101

SHOW SITE

EVENT: ***Vascular Annual Meeting 2014***

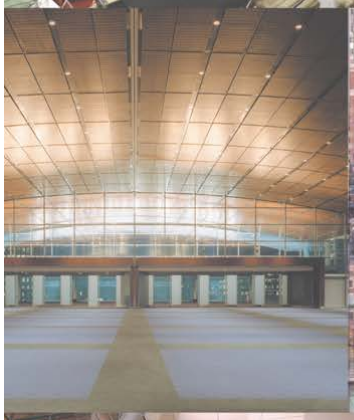
BOOTH NO: _____ NO. _____ OF _____ PCS

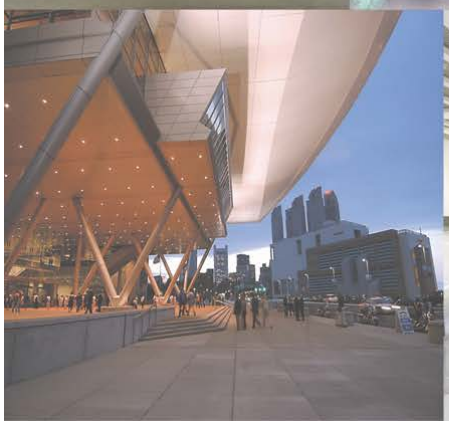
THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

MCCA

Massachusetts Convention Center Authority

EXHIBITOR ORDERING GUIDE





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Hynes Convention Center

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Introduction

On behalf of the Massachusetts Convention Center Authority, welcome to Boston! We are excited to have you exhibit at our state-of-the-art facilities and look forward to helping you prepare your exhibit space. At the MCCA, we strive to provide you with quality services to ensure both a successful and an enjoyable experience.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Help Desk
- Free Wireless Internet Service
- Business Center
- FedEx Kinkos

If you have any unanswered questions, please contact MCCA Exhibitor Services at **1-617-954-2230** or **exhibitorservices@massconvention.com,** and we will be happy to assist you!

General Information

Ordering Policies & Procedures

Pricing - Discount and Standard rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date.

Ordering - Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, www.massconvention.com. Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms at Appendix A of this guide. No telephone or facsimile orders will be accepted.

Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

Payments - Payment for services must be received in advance. Service will be scheduled and delivered only after payment is received. All outstanding charges must be paid before the close of the show.

Refunds - Claims for refunds must be submitted by the exhibitor to MCCA Exhibitor Services prior to event close. Credit will not be given for services installed and not used.

General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to MCCA Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

Standard Connections (120 volt power)	Discount	Standard
500 Watt Box	**$111.00**	**$139.00**
One 5 amp circuit and one receptacle or plug point		
1000 Watt Box	**$146.00**	**$183.00**
One 10 amp circuit and two receptacles or plug points		
2000 Watt Box	**$182.00**	**$227.00**
One 20 amp circuit and a minimum of three receptacles or plug points		
4000 Watt Box	**$211.00**	**$263.00**
Two 20 amp circuits with a minimum of three receptacles or plug points		

Special Connections (208 volt & 480 volt power)	Discount	Standard

Unless otherwise indicated in parentheses ( ), all special power connections will be hard-wire connected. To order Three Phase 100 Amp service and higher, please contact MCCA Exhibitor Services for availability.

208V Single Phase 30 Amp (Nema L21-30P)	**$318.00**	**$397.00**
208V Single Phase 60 Amp	**$606.00**	**$757.00**
208V Single Phase 100 Amp	**$930.00**	**$1,163.00**
208V Three Phase 30 Amp (Nema L21-30P)	**$576.00**	**$720.00**
208V Three Phase 60 Amp	**$870.00**	**$1,087.00**
208V Three Phase 100 Amp	**$1,380.00**	**$1,724.00**
208V Three Phase 200 Amp	**$2,632.00**	**$3,289.00**
208V Three Phase 400 Amp	**$4,648.00**	**$5,809.00**
480V Three Phase 30 Amp	**$877.00**	**$1,096.00**
480V Three Phase 60 Amp	**$1,521.00**	**$1,901.00**
480V Three Phase 100 Amp	**$2,808.00**	**$3,510.00**
480V Three Phase 200 Amp	**$5,581.00**	**$6,976.00**

Additional Electrical Services & Equipment	Discount	Standard
30’ Round Extension Cords	**$32.00**	**$40.00**
30’ round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end.		
24 Hour Power	**Add 50% to initial connection rate**	
If booth equipment requires electricity 24hrs a day, then the exhibitor should order 24Hr power. In general, electrical service begins half an hour before the show and ends one hour after the show closes.		

Overhead Power .....Add 100% to initial connection rate
Overhead power is available upon approval by the MCCA:

- At the JB Hynes Convention Center, overhead 120v electrical service is available in Halls A, B, C and certain areas of Hall D and Auditorium.
- At the Boston Convention & Exhibition Center, overhead 120v electrical is limited due to the ceiling heights. Overhead service is available under the low mechanical roof on the East and West sides of the Halls.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the Hynes or BCEC.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the Hynes and BCEC. Please contact the MCCA Exhibitor Services team for availability.

Installation & Distribution - Electrical

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
    - Hire labor from the General Service Contractor;
    - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
    - Bring their own company electrician to perform distribution and hard wire connections as long as he/she is a full-time employee of the exhibiting company.

Terms & Conditions - Electrical

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
    - Monday-Friday 8am-4pm (except holidays) **$70.00**
    - All other times, including holidays **$105.00**
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

Frequently Asked Questions – Electrical

If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?
If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

How do I know if I need a 208V or 480V connection?
Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

How do I know how much power I need to order?
When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

Standard Laptop……250-550 watts
Standard Desktop PC……400-700 watts
Standard Plasma TV…….300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?
The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?
208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

Cleaning Services

The MCCA offers a variety of cleaning services through our exclusive service contractor, American Building Maintenance (ABM).

Cleaning Services (Per sq ft. per day)	Discount	Standard
Initial Vacuum or Mopping	**$0.28**	**$0.35**
Service includes one-time vacuum or mop prior to the first event or show day		
Daily Vacuum or Mopping	**$0.20**	**$0.25**
Service includes vacuum or mop prior to each event or show day, including the first show day, as well as nightly wastebasket emptying. Note: The MCCA does not provide wastebaskets for exhibitors.		
Daily Vacuum or Mopping + Porter Service	**$0.44**	**$0.55**
Service includes vacuum or mop prior to each event or show day, including the first show day, as well as wastebasket emptying and booth sweep throughout show hours as needed. Note: The MCCA does not provide wastebaskets for exhibitors.		
Shampoo Service	**$0.39**	**$0.48**
Shampoo service should be ordered for the night before the first show day to ensure that the carpet has adequate drying time.		

Terms & Conditions - Cleaning

The MCCA, through its cleaning contractor American Building Maintenance (ABM), is the exclusive provider of all cleaning services.

Frequently Asked Questions – Cleaning

Will my booth be automatically vacuumed or mopped prior to the first show day?
Exhibitor booths will not be vacuumed or mopped unless the service is ordered through the MCCA prior to the show opening.

Do I need to order both the Initial Vacuum and the Daily Vacuum if I want my booth to be vacuumed everyday including the first show day?
No, it is only necessary to order one vacuuming/mopping service. Daily Vacuum/Mop *includes* the initial, first day service. The Daily + Porter Service also includes the initial, first day service. Shampoo service, on the other hand, may be ordered alone or partnered with any other cleaning service.

Why is the rate on your website different from the rate listed above?
The service rates are the same on both the form and the online order page; they are just presented differently. The form shows the daily unit price for the service, while the online page shows the total price for the duration of the show.

If I order cleaning service, when can I expect my carpet to be cleaned?
If the show you are attending opens in the morning, all of the cleaning usually occurs the night before the show opening. If the show opens in the afternoon, all of the cleaning usually occurs in the morning before show opening. Our cleaning staff will not remove visqueen (the plastic covering) from your carpet; exhibitors are responsible for removing their own visqueen.

Telephone Services

The MCCA offers a variety of telephone services through our experienced in-house team of telephone technicians.

Standard Telephone Services	Discount	Standard

Single-Line Service (Analog) ..... $287.00 ..... $358.00
Service includes one phone number and a complimentary simple handset. Line usage included.

Multi-Line Service (Digital) ..... $417.00 ..... $521.00
Service includes one phone number with multiple line appearances and rental of one digital display phone. Equipment must be returned at the close of the show. Line usage included.

Speaker Phone Service (Analog) ..... $320.00 ..... $400.00
Service includes one phone number and rental of one speaker phone. Equipment must be returned at the close of the show. Line usage included.

Polycom Speaker Phone Service (Analog)..... $371.00 ..... $464.00
Service includes one phone number and rental of one polycom speaker phone. Equipment must be returned at the close of the show. Line usage included.

Fax Machine Phone Service (Analog)..... $422.00 ..... $528.00
Service includes one phone line and rental of a plain paper fax machine equipped with copy capabilities. Line usage included.

Additional Telephone Services & Equipment	Discount	Standard

Call Waiting (per phone line) ..... $50.00 ..... $62.50
Allows user to know when another call is coming in.

Voice Mail (per phone line) ..... $50.00 ..... $62.50
Allows user to setup a custom greeting and receive messages from incoming callers.

ISDN/BRI Service..... $300.00 ..... $375.00
ISDN lines support video and CODEC applications. ISDN lines can be arranged by contacting Exhibitor Services two weeks prior to show. Exhibitors can select one of two long distance carriers: AT&T or MCI. Line usage will be billed per the selected carrier's rate after the close of the show.

Polycom Videoconference Rental w/IP Connect Service ..... $1,100.00 ..... $1,600.00
This service is used to connect from the MCCA's facility to an external/remote site with like IP video conferencing capabilities. Service includes IP connectivity for video conferencing. The distant video equipment must be IP compatible.

Polycom Videoconference Rental w/ISDN ..... $2,000.00 ..... $2,500.00
This service is used to connect from the MCCA's facility to an external/remote site with like ISDN video conferencing capabilities. This service includes three 128k ISDN lines. Line usage will be billed per the selected carrier's rate after the close of the show.

Installation & Connections - Telephone

- Telephone Service is brought from the nearest column or floor port into the booth.
- MCCA phone technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the general service contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

Terms & Conditions - Telephone

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All MCCA telephone equipment (except simple analog handset) must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
    - Monday-Friday 8am-4pm (except holidays) **$80.00**
    - All other times, including holidays **$120.00**

Frequently Asked Questions – Telephone

How do I know if I need a single-line or a multi-line service?
Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity).

I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?
Yes. Please preprogram your machine to dial "9" before your credit card company's number.

How do I receive my phone number, dialing instructions, and phone/fax equipment?
Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through MCCA Exhibitor Services.
How can I place international calls on my phone line?If you wish to place international calls on your phone line, please contact MCCA Exhibitor Services prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

Internet & Technical Services

The MCCA offers a wide variety of Internet and technical services through our experienced in-house team of technicians.

Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our Internet Help Desk staff. All MCCA Internet services include one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may rent a switch from the MCCA.

Automatic Configuration **Discount** **Standard**

Automatically configured lines are designed to "plug & play."

200 Kbs Shared Service.....$815.00 .....$1,019.00

This is a shared service with two (2) private IP addresses. Other exhibitors who have ordered the 200 Kbs will share the same network. We recommend this service for a casual user looking to showcase a simple product webpage or browse the internet.

Manual Configuration **Discount** **Standard**

Manually configured services require some data entry of IP addresses into the computer before the computer may access the internet.

300 Kbs Managed Service.....$1,175.00 .....$1,468.75

The 300 Kbs comes with 1 public IP address for use on one computer with the option to purchase additional IPs for additional computers. We do not recommend adding more than 4 additional IPs to the 300 Kbs. If exhibitors require more than 5 computers, we recommend upgrading to the next wired service.

500 Kbs Managed Service.....$1,875.00 .....$2,344.00

The 500 Kbs has more bandwidth than the 300 Kbs and includes 11 public IP addresses, a private VLAN, and subnet.

750 Kbs Managed Service .....$2,500.00 .....$3,125.00

The 750 Kbs has more bandwidth than the 500 Kbs and includes 18 public IP addresses, a private VLAN and subnet.

1.54 Mbps Managed Service .....$4,100.00 .....$5,125.00

The 1.54 Mbps service is equivalent in bandwidth to a T-1 line, or a DS1 line. This service includes 27 public IP addresses, a private VLAN and subnet. The 1.54 Mbps can carry both voice and data traffic.

3 Mbps Managed Service…….....$6,720.00……..$8,400.00

The 3 Mbps has more bandwidth than the 1.54 Mbps service and includes a private VLAN and subnet. **Public IP addresses are available upon request.**

5 Mbps Managed Service.....$10,000.00 .....$12,500.00

The 5 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. **Public IP addresses are available upon request.**

Additional Internet Services & Equipment	Discount	Standard

Additional Public IP Address ..... **$148.00** **$185.25**
This service is available only with our managed services. It allows for any additional device to be networked into that same wired service using a switch and cables. The MCCA does not supply additional cables with this service.

Copper Patch / Booth to Booth Connection ..... **$336.00** **$420.00**
Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video.

Fiber Patch / Booth to Booth Connection ..... **$470.00** **$587.50**
Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.

Extend Outside T1 or T3 Service ..... **$1,000.00** **$1,200.00**
With this service, the MCCA will extend an outside T1 or T3 service from our demarcation point to the Exhibitor booth. Exhibitor is responsible for making all arrangements from the outside service provider (e.g., Verizon, AT&T, etc.).

Switch - 8 Port ..... **$104.00** **$130.00**
This switch can connect up to 8 computers or devices together, giving all access to the internet service ordered.

Switch - 24 Port ..... **$156.00** **$195.00**
This switch can connect up to 24 computers or devices together, giving all access to the internet service ordered.

25’ CAT 5e Cable ..... **$45.00** **$56.00**
50’ CAT 5e Cable ..... **$61.00** **$76.75**
100’ CAT 5e Cable ..... **$96.00** **$120.00**

Technical Services	Discount	Standard

Cable TV Service ..... **$245.00** **$306.50**
Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.

CATV Tuner Rental ..... **$56.00** **$70.00**
For TVs that are not cable-ready (including some plasmas), the CATV tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.

CATV Tap Box Rental ..... **$200.00** **$250.00**
A distribution box which allows up to 16 CATV feeds from a single cable tap. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.

Broadcast Video Service via TV-1 .....$2,000.00 .....$2,500.00
TV-1 provides a one-way transport of a single video signal and up to four associated 15 kHz audio signals. The service eliminates the need for broadcasters to send a microwave or satellite uplink truck to the news or event location.

For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

Installation & Connection – Internet & Technical

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may rent a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
    - Hire labor from the General Service Contractor or ;
    - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

Terms & Conditions – Internet & Technical

- The MCCA is the exclusive provider of internet services.
- All MCCA switch rentals must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA switches will result in a replacement fee.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
    - Tech Rep Monday-Friday 8am-4pm (except holidays) **$100.00**
    - Tech Rep All other times, including holidays **$150.00**
    - Network Engineer Monday-Friday 8am-4pm (except holidays) **$130.00**
    - Network Engineer All other times, including holidays **$195.00**
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network will facilitate communications between the company's authorized users and entities reachable through the national internet.
- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.

- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient of recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- **MCCA does not make any express of implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided.** The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.
- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

Frequently Asked Questions – Internet & Technical

Do you have wireless internet?
The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the BCEC or Hynes Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?
The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

What is bandwidth and how do I know how much I need?
Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. So, the 500 Kbs has more bandwidth than a 300 Kbs. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?
Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" should choose a 300 Kbs service or higher. While the 200 Kbs does allow exhibitors to use a VPN, some VPN clients have experienced difficulty connecting because the 200Kbs service uses NAT (Network Address Translation). NAT is a process by which the MCCA can provide thousands of IP addresses to clients while only using a few "real" internet routable addresses.

What is a VLAN?
A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

I ordered a switch and cables, how and when do I get them?
When you are ready for your switch and internet cables, please visit the MCCA Exhibitor Services Desk.

Rigging Services

The MCCA provides rigging and overhead lighting services through our service contractor, JCALPRO.

Planning Ahead for Rigging & Lighting Services
Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawing, blueprints, or engineers' certification with their orders to the MCCA Exhibitor Service Department. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

Package Rigging Solutions **Discount** **Standard**
The MCCA offers package rigging solutions for Exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, Exhibitors must be flexible with regards to days and times of load-in and take-down.

Basic Rigging Package .....$1,550.00 .....$1,684.00
This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150lbs and measuring less than 20' in length or diameter. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Labor Hour must be ordered in addition to the package.

Electrical Rigging Package .....$1,794.00 .....$1,988.00
This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.

Team Labor Hour .....$244.00 .....$304.00
Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Labor Hour must be ordered for each rigging package ordered. In addition, when receiving a custom quote for rigging and lighting, team labor hours will be quoted for all labor hours required that are not covered by the Rigging Packages such as building of truss, focusing and attachment of lights, and lighting maintenance.

Custom Rigging & Lighting Solutions
The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.
Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Rigging below).

Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote. Please contact JCALPRO at 1-617-954-2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.

Custom Rigging Solutions	Discount	Standard

Truss
A truss is an aluminum structure used to create a lower "ceiling" to hang lighting or other suspended items. It is available in 5', 8', or 10' sections which can be attached to create desired lengths or height.

Truss 5' Section – Silver 12"x12" Box ..... **$25.00** **$30.00**
Truss 8' Section – Silver 12"x12" Box ..... **$40.00** **$48.00**
Truss 10' Section – Silver 12"x12" Box ..... **$50.00** **$60.00**
Truss 5' Section – Black 12"x12" Box ..... **$35.00** **$42.00**
Truss 8' Section – Black 12"x12" Box ..... **$56.00** **$67.00**
Truss 10' Section – Black 12"x12" Box ..... **$70.00** **$84.00**
Truss 5' Section – Silver 20.5"x20.5" Box ..... **$45.00** **$54.00**
Truss 8' Section – Silver 20.5"x20.5" Box ..... **$72.00** **$86.00**
Truss 10' Section – Silver 20.5"x20.5" Box ..... **$90.00** **$108.00**

Corner Block
A corner block is an aluminum piece that attaches to truss to create a right angle.

Corner Block – Silver 12"x12" Box ..... **$50.00** **$60.00**
Corner Block – Black 12"x12" Box ..... **$65.00** **$78.00**
Corner Block – Silver 20.5"x20.5" Box ..... **$70.00** **$84.00**

Base Plate ..... **$35.00** **$42.00**
A base plate is used as a stand for ground supported truss or poles.

Rotator ..... **$150.00** **$180.00**
A rotator is a motor used to rotate a hanging sign.

Motor ..... **$150.00** **$180.00**
A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.

Cheeseboro ..... **$6.00** **$7.00**
A cheeseboro is a clamp used to attach two pieces of truss or pipe together.

Grapple ..... **$12.00** **$14.00**
A grapple is a connector that allows you to make a 90 degree connection between trusses.

Lighting Fixtures	Discount	Standard

A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors.

Source 4 Par (575 watt, 750 watt) .....$35.00 .....$42.00
This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL).

Source 4 Leko (575, 750 watt) .....$45.00 .....$54.00
This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light.

Par 64 (1000 watt).....$30.00 .....$36.00
The Par 64 will deliver similar results as the S4 Par, but there are no options for additional lenses. They are available in 1,000 watts.

Custom Lighting Solutions Discount Standard
Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request.

Small Lighting Kit (4-6 lights).....$185.00 .....$212.00
Medium Lighting Kit (7-11 lights) .....$325.00 .....$390.00
Large Lighting Kit (12-15 lights) .....$450.00 .....$540.00
X-Large Lighting Kit (16-20 lights) .....$550.00 .....$660.00

Dimmer Racks & Lighting Controls Discount Standard
These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large "outlet" that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once.
Electrical service is not included and must be ordered separately.

Dimmer Control 1.2 x 4.....$80.00 .....$96.00
Dimmer Control 2.4 x 12.....$150.00 .....$180.00
Dimmer Control 2.4 x 24.....$320.00 .....$384.00

Terms & Conditions - Rigging

- **Hynes Rigging:** JCALPRO is the exclusive rigging vendor at the Hynes Convention Center if a sign requires a motor, electrical rigging, and/or truss, otherwise, the exhibitor may hire the general service contractor to hang signage.

- **BCEC Rigging:** JCALPRO is the exclusive rigging vendor at the Boston Convention & Exhibition Center (BCEC). If an exhibitor is exhibiting at the BCEC and requires rigging services for the booth, JCALPRO is the only vendor authorized to hang signs, banners, or lighting in the booth space.
- If an Exhibitor requires specific load-in/load-out dates and/or times, then a base rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

Hourly Labor Items	Mon-Sat 7am-12am (except holidays)	Sundays 7am-5pm and holidays	Sundays after 5pm, all days 12am-7am
Crew Chief	$95.00	$142.50	$190.00
Head Rigger	$95.00	$142.50	$190.00
Rigger	$82.00	$123.00	$164.00
Dept Head	$72.00	$108.00	$144.00
Stagehand	$67.00	$100.50	$134.00

Weekly Lift Rental Items	Rate
24'- 32' Scissor Lift	$600.00
40'- 45' Boom Lift	$950.00
60' Boom Lift	$1,550.00

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of *any* type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

Frequently Asked Questions – Rigging

How do I know if I qualify for the Basic Rigging Package Rate?
Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length or diameter and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

Can I order lighting to be suspended from the ceiling?
If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a quote from JCALPRO. In most cases, lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower "ceiling" and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

Do I ship my sign to you to put it together?
No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

Can I request load in and load out times?
Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

What type of diagrams should I send?
The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

Plumbing Services

The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.

Water and Drain Services **Discount** **Standard**

Water - Individual Connection.....$299.00 .....$374.00
Water service is available at approximately 75 PSI with up to ¾" supply line. Water flows at five gallons per minute.

Additional Water Connections.....$175.00 .....$219.00
Exhibitors requiring more than an individual water connection should order each additional connection as needed.

Drain – Individual Connection.....$299.00 .....$374.00
The MCCA can provide waste drain connections up to ¾" line size.

Additional Drain Connections.....$160.00 .....$200.00
Exhibitors requiring more than an individual drain connection should order each additional connection as needed.

Fill and Drain 0-100 Gallons .....$150.00 .....$187.50
Exhibitors that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please visit the MCCA Exhibitor Services desk when equipment is ready to be filled.

Each Additional 500 Gallons.....$104.00 .....$130.00

Sink Rentals **Discount** **Standard**

Cold Water Sink Rental.....$600.00 .....$750.00
Cold water sink rental includes a single-tub basin (20"L x 24"W x34"H), one water connection, and one drain connection. Legs allow the units to sit 34" above the floor.

Small Hot & Cold Water Sink Rental .....$800.00 .....$1,000.00
Small Hot & Cold water sink rental includes a single-tub basin (20"L x 24"W x34"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.

Large Hot & Cold Water Sink Rental.....$1,000.00 .....$1,250.00
Large Hot & Cold water sink rental includes a 3-tub basin (57"L x 24.5"W x43"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact MCCA Exhibitor Services for more information.

Compressed Air and Gases **Discount** **Standard**

Compressed Air – Individual Connection ..... **$365.00** **$456.00**
Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).

Additional Connection ..... **$188.00** **$235.00**
Exhibitors who require more than an individual connection should order additional connections as needed.

Other Compressed Gases
The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the exhibitor should contact MCCA Exhibitor Services. Flammable gases are not permitted in MCCA facilities.

20 Lbs Dry or Liquid CO_2 ..... **$154.00** **$184.50**
50 Lbs Dry or Liquid CO_2 ..... **$167.00** **$200.50**
Dry Nitrogen 300 ft^3 ..... **$206.00** **$247.75**

Installation & Connections - Plumbing

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

Terms & Conditions - Plumbing

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - Monday-Friday 8am-4pm (except holidays) **$70.00**
  - All other times, including holidays **$105.00**

Frequently Asked Questions – Plumbing

Do all water connections need a drain?
While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

Will you provide the fittings and hoses for my water and drain connections?
To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.

When would I need to order a Fill and Drain Service?
Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

My booth requires a sprinkler system. What plumbing service should I order?
If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?
Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at BCEC (617-954-2382) or Hynes (617-954-2284).

Do you allow Exhibitors to bring Helium balloons into your buildings?
No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

Security Services

The MCCA is the "preferred" provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

Security Guard (Booth)	Discount	Standard
Per Hour per Officer	**$18.00**	**$20.00**

The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders must be placed at least 48 hours in advance of the requested service date.

Frequently Asked Questions – Security

When do you recommend ordering security for an exhibitor booth?
Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day's show start.

Is there general overnight security in the exhibit hall?
The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

Appendix A – Service Order Forms

The following MCCA order forms may not be reproduced without express written consent from the MCCA.

Index

- Request for Exhibitor Electrical Services
- Request for Exhibitor Cleaning Services
- Request for Exhibitor Telephone, Internet & Technical Services
- Request for Exhibitor Rigging & Lighting Services
- Request for Exhibitor Plumbing Services
- Request for Exhibitor Security Services

Massachusetts Convention Center Authority

Exhibitor Order Form - Electrical Services

Effective July 1, 2013

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

STANDARD ELECTRICAL CONNECTIONS: 120 VOLT

DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
500 Watt Box (5 amps)		$111.00	$139.00		+50% rate		+100% rate		+150% rate	
1000 Watt Box (10 amps)		$146.00	$183.00		+50% rate		+100% rate		+150% rate	
2000 Watt Box (20 amps)		$182.00	$227.00		+50% rate		+100% rate		+150% rate	
4000 Watt Box (20 amps x 2)		$211.00	$263.00		+50% rate		+100% rate		+150% rate	

SPECIAL ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT

DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
208V Single Phase 30 Amp		$318.00	$397.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 60 Amp		$606.00	$757.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 100 Amp		$930.00	$1,163.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 30 Amp		$576.00	$720.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 60 Amp		$870.00	$1,087.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 100 Amp		$1,380.00	$1,724.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 200 Amp		$2,632.00	$3,289.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 400 Amp		$4,648.00	$5,809.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 30 Amp		$877.00	$1,096.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 60 Amp		$1,521.00	$1,901.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 100 Amp		$2,808.00	$3,510.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 200 Amp		$5,581.00	$6,976.00		+50% rate		+100% rate		+150% rate	
30' Round Extension Cord		$32.00	$40.00							

TOTAL DUE $ _____

To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 · exhibitorservices@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

Massachusetts Convention Center Authority

Exhibitor Order Form - Cleaning Services

Effective July 1, 2013

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

BASIC CLEANING SERVICES	**DISCOUNT RATE (PER SQ FT PER DAY)**	**STANDARD RATE (PER SQ FT PER DAY)**
1. INITIAL VACUUM OR MOPPING (Before first event day only)	$0.28	$0.35
2. DAILY VACUUM OR MOPPING (For all event days including the first day)	$0.20	$0.25
3. DAILY VACUUM OR MOPPING PLUS PORTER SERVICE (For all event days, includes periodic wastebasket pick up & sweep of booth during event hours)	$0.44	$0.55

SERVICE (CHECK ONE ONLY)	TYPE (CHECK ONE)	BOOTH SIZE: TOTAL SQUARE FEET LENGTH	WIDTH	TOTAL SQ. FT. (90 MIN.)	RATE PER SQ. FT.	# OF DAYS	TOTAL DUE
☐ 1 ☐ 2 ☐ 3	☐ Vacuum ☐ Mop	___	X ___	= _____	X ___	X ____	= $_____

SPECIAL CLEANING SERVICES				
SHAMPOO SERVICE (Before first event day)	BOOTH SIZE: TOTAL SQUARE FEET LENGTH WIDTH TOTAL SQ. FT. (90 MIN.)	**DISCOUNT RATE (PER SQ FT PER DAY)**	**STANDARD RATE (PER SQ FT PER DAY)**	**TOTAL DUE**
	___ X ___ = _____ X	$0.39	$0.48	

GRAND TOTAL DUE **$**_____

To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 · exhibitorservices@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

Massachusetts Convention Center Authority

Exhibitor Order Form – Telephone, Internet & Technical Services

Effective July 1, 2013

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

TELEPHONE SERVICE				
STANDARD TELEPHONE SERVICES	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Single Line Phone Service (Analog)		$287.00	$358.00	
Multi-Line Phone Service (Digital)		$417.00	$521.00	
Speaker Phone Service (Analog)		$320.00	$400.00	
Polycom Speaker Phone Service (Analog)		$371.00	$464.00	
Fax Machine Phone Service (Analog)		$422.00	$528.00	
ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Call Waiting (Per Phone Line)		$50.00	$62.50	
Voice Mail (Per Phone Line)		$50.00	$62.50	
ISDN/BRI Service		$300.00	$375.00	
Polycom Videoconference Equipment Rental w/ IP Connect Service		$1,100.00	$1,600.00	
Polycom Videoconference Equipment Rental w/ ISDN Service		$2,000.00	$2,500.00	

INTERNET SERVICES				
WIRED INTERNET CONNECTIONS: AUTOMATIC CONFIGURATION	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
200 Kbs Shared Service (2 private IP addresses. Gateway and other NAT devices will not function properly.)		$815.00	$1,019.00	
WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
300 Kbs Managed Service (1 public IP address)		$1,175.00	$1,468.75	
500 Kbs Managed Service (11 public IP address, private VLAN and subnet)		$1,875.00	$2,344.00	
750 Kbs Managed Service (18 public IP address, private VLAN and subnet)		$2,500.00	$3,125.00	
1.54 Mbps Managed Service (27 public IP address, private VLAN and subnet)		$4,100.00	$5,125.00	
3 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		$6,720.00	$8,400.00	
5 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		$10,000.00	$12,500.00	
Wireless Internet access is available onsite but is not recommended for exhibitor displays.				

Continued on page 2

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Additional Public IP Address (not available with 200kbs service)			$148.00	$185.25	
Copper Patch / Booth to Booth Connection			$336.00	$420.00	
Fiber Patch / Booth to Booth Connection			$470.00	$587.50	
Extend T1 or T3 Service			$1,000.00	$1,200.00	
Switch	8 port		$104.00	$130.00	
	24 port		$156.00	$195.00	
25’ CAT 5e Cable			$45.00	$56.00	
50’ CAT 5e Cable			$61.00	$76.75	
100’ CAT 5e Cable			$96.00	$120.00	

TECHNICAL SERVICES				
TECHNICAL SERVICES	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Cable TV Service		$245.00	$306.50	
CATV Tuner Rental		$56.00	$70.00	
CATV Tap Box Rental		$200.00	250.00	
Broadcast Video Service via TV-1		$2,000.00	$2,500.00	
			TOTAL DUE: $_____	

To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 · exhibitorservices@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

Massachusetts Convention Center Authority

Exhibitor Order Form - Rigging & Lighting Services

Effective October 1, 2010

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

ITEM DESCRIPTION & INFORMATION			
**Description of Item (Sign, Banner, Truss, etc.):			
Quantity:	Size:	Weight:	Height desired from floor to top of suspended item:
Do any items require Electrical service (circle one)? YES NO		Indicate Service Ordered on Electrical Form:	
Date When Your Item Will Be Ready for Hanging:		Preferred Move-Out Date:	

PACKAGE RIGGING SOLUTIONS

SERVICE DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Basic Rigging Package (Per Sign/Banner)		$1550.00	$1684.00	
Electrical Rigging Package (Per Sign/Banner)		$1794.00	$1988.00	
Team Labor Hour		$244.00	$304.00	

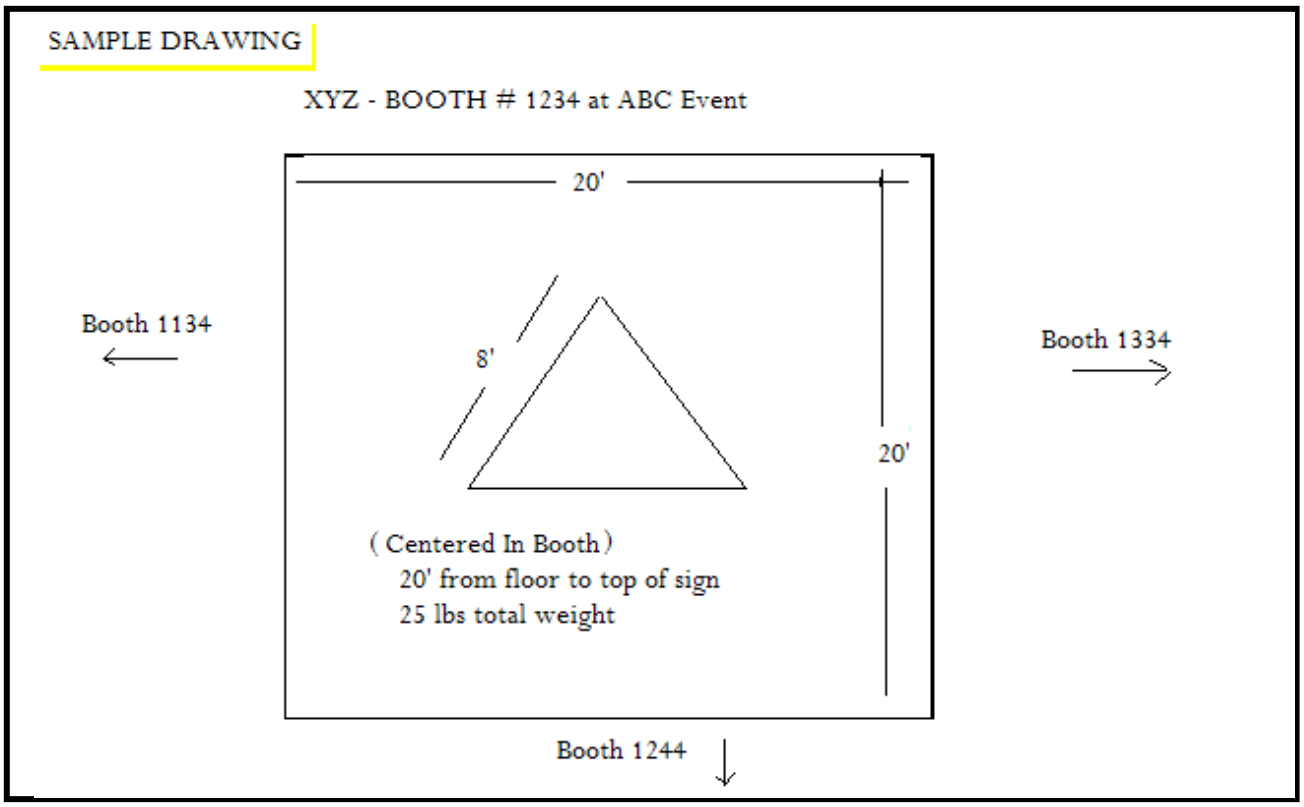
CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL *(REQUIRES QUOTE)*

EQUIPMENT DESCRIPTION		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Silver 12” x 12” Box Truss	5’ Section		$25.00	$30.00	
	8’ Section		$40.00	$48.00	
	10’ Section		$50.00	$60.00	
Black 12” x 12” Box Truss	5’ Section		$35.00	$42.00	
	8’ Section		$56.00	$67.00	
	10’ Section		$70.00	$84.00	
Silver 20.5” x 20.5” Box Truss	5’ Section		$45.00	$54.00	
	8’ Section		$72.00	$86.00	
	10’ Section		$90.00	$108.00	
Corner Block	Silver 12” x 12” box		$50.00	$60.00	
	Black 12” x 12” box		$65.00	$78.00	
	Silver 20.5” x 20.5” box		$70.00	$84.00	
Base Plate			$35.00	$42.00	
Rotator			$150.00	$180.00	
Motor			$150.00	$180.00	
Cheeseboro			$6.00	$7.00	
Grapple			$12.00	$14.00	

Continued on page 2

CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL *(REQUIRES QUOTE)*				
LIGHTING FIXTURES	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Source 4 Par – (575 watt, 750 watt)		$35.00	$42.00	
Source 4 Leko - (575, 750 watt)		$45.00	$54.00	
Par 64 (1000 watt)		$30.00	$36.00	
LIGHTING KITS	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Small Lighting Kit		$185.00	$212.00	
Medium Lighting Kit		$325.00	$390.00	
Large Lighting Kit		$450.00	$540.00	
X-Large Lighting Kit		$550.00	$660.00	
DIMMER RACKS & LIGHTING CONTROLS	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Dimmer Control 1.2 x 4		$80.00	$96.00	
Dimmer Control 2.4 x 12		$150.00	$180.00	
Dimmer Control 2.4 x 24		$320.00	$384.00	
			TOTAL DUE: $ _____	

We require diagrams and booth layouts for all rigging and lighting orders. See sample below.



To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

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BOSTON, MASSACHUSETTS 02210
617-954-2230 · exhibitorservices@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

Massachusetts Convention Center Authority

Exhibitor Order Form – Plumbing Services

Effective July 1, 2013

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

WATER AND DRAIN SERVICES						
SERVICE	**DESCRIPTION**	**QTY.**	**SIZE**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Water Approx 75 PSI Up to ¾" line	Individual Connection			$299.00	$374.00	
	Additional Connection			$175.00	$219.00	
Drain Up to ¾" line	Individual Connection			$299.00	$374.00	
	Additional Connection			$160.00	$200.00	
Fill & Drain	0-100 Gallons			$150.00	$187.50	
	Each additional 500 gallons			$104.00	$130.00	
SINK RENTALS						
SERVICE	**DESCRIPTION**	**QTY.**	**SIZE**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Cold Water Sink Rental	Includes: sink, one water and one drain connection			$600.00	$750.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			$800.00	$1,000.00	
COMPRESSED AIR AND GASES						
SERVICE	**DESCRIPTION**	**QTY.**	**SIZE**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Air Approx 110 PSI	Individual Connection			$365.00	$456.00	
	Additional Connection			$188.00	$235.00	
CO_2	20 lb Cylinder (Dry)			$154.00	$184.50	
	50 lb Cylinder (Dry)			$167.00	$200.50	
	20 lb Cylinder (Liquid)			$154.00	$184.50	
	50 lb Cylinder (Liquid)			$167.00	$200.50	
Nitrogen	300 ft^3 Tank (Dry)			$206.00	$247.75	
					TOTAL DUE: $ _____	

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Tax ID#: 042768982

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Massachusetts Convention Center Authority

Exhibitor Order Form - Security Services

Effective July 1, 2012

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

ORDERS NEED TO BE PLACED 21 DAYS IN ADVANCE OF THE SHOW/EVENT OPENING IN ORDER TO GUARANTEE YOUR REQUESTED COVERAGE. ANY ORDERS RECEIVED AFTER THE 21 DAY CUT-OFF ARE SUBJECT TO APPROVAL AND ARE NOT GUARANTEED.

DATE	# OF OFFICERS	SCHEDULED HRS (4 HR. MIN.)	TOTAL MAN HRS.	DISCOUNT RATE (PER MAN HR.)	STANDARD RATE (PER MAN HR.)	TOTAL DUE
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
			TOTAL MAN HOURS: _____		TOTAL DUE: $ _____	

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CONVENTIONS C.A.R.E.

Community Assistance by Responsible Events

MCCA

Massachusetts Convention Center Authority

LEAVE IT BEHIND. MAKE A DIFFERENCE.

Do you CARE? We do.

The Massachusetts Convention Center Authority believes in community, both inside its convention centers and in the diverse neighborhoods of historic Boston, where needs are sometimes great.

By donating useable materials to our **Conventions C.A.R.E.** program, you'll be helping scores of non-profit organizations throughout the city and the region. Not only will your materials be put to good re-use, but you'll be cutting back on your event's environmental impact by diverting waste from local landfills. Plus, it saves you the time and expense of shipping unneeded goods back home. The MCCA already recycles and donates abandoned property. With your help, we can do even more.

It's easy. At the conclusion of your show, look for the bright blue bins spread around the show floor at "**Product Donation Stations**" during the breakdown of your event. The bins are marked with the "**CONVENTIONS C.A.R.E.**" logo. Then, simply leave your clean, useable, non-perishable donations in the bin. They can include:

- office products
- building products
- medical supplies
- convention bags
- furniture
- clothing
- non-perishable food
- toiletries

We'll take over the rest, arranging the assignment and transport of your donations. We'll also track and report these donations to show management.

The program supports several local non-profits, directly benefiting some of the neediest residents in our community. By working together, the MCCA, our partners and you can show Boston charities that responsible events care.

IN PARTNERSHIP WITH:

FREEMAN GES NextShow JCALPRO Brede EXPOSITIONS RVICES

If you're interested in donating or to learn more, please visit the MCCA exhibitor services desk or contact your exhibitor services representative: exhibitorservices@massconvention.com or (617) 954-2230

EXHIBITOR GUIDELINES, INFORMATION AND REGULATIONS

MCCA
Massachusetts Convention Center Authority

Rules and Regulations – Exhibitor Participation

Access Control and Credentialing

The following information applies to all exhibitors traveling to the Hynes, unloading exhibitor-related cargo, and parking at the Hynes:

Exhibitors accessing the Hynes must be processed by the General Service Contractor (GSC) before entering the facility. All Exhibitor personnel who travel to and park at the Hynes must check-in with the GSC first. GSC personnel shall make a copy of each Exhibitor's driver's license. The copy of the license shall then be attached to Exhibitor paperwork and a Hard Card (GSC generated container for the License Copy) along with Exhibitor Credentials must be issued by the GSC to the Exhibitor. The Hard Card travels with the exhibitor/operator to the loading dock, and is required in order enter the loading dock area. The Hard Card must remain on the dash board of the Exhibitor vehicle at all times when at the loading dock.

Issued Exhibitor Credentials must be worn on the outermost garment of the Exhibitor at all times while inside the facility.

Affixing to the Facility Structure

1. Rigging of cable/hanging devices or affixing any materials to the ceiling, electrical buss ducts and conduits, on sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the Hynes is strictly prohibited.
2. Exhibits shall not cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces) of the premises.
3. Exhibits shall not erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities, and equipment contained on the premises.
4. Walls, floors, ceilings, or other areas of the Center or its furnishings or fixtures are not to be painted or have permanent coverings applied.

Booth Set-Up and Dismantle

The unpacking, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

Cabling

No cables (telephone, internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown – cable trays are not an acceptable substitute.

Cooking Demonstrations

Exhibitors may use butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the Hynes is limited to tow (2) 1-pound UL approved canisters per cooking device; one canister in use and attached to the cooking device and one (1) spare canister. Due to safety concerns, exhibitors may only use butane canisters purchased directly through Levy Restaurants. You are required to have a 20 lb. ABC fire extinguisher for your display when using butane.

Double-Decker Booths and/or with a Roof

All Double–Decker exhibits are subject to applicable state and city building codes and inspection by state/city officials and the MCCA. Maximum occupancy load for upper level (s) must be posted at the base of the stairway and enforced by the exhibitor. Smoke detectors must be installed on the first floor of the exhibit and every subsequent enclosed level. Exhibit fire sprinkler systems are required of any exhibit that has a roof, or any other covering, that would impede the effective use of the facilities sprinkler system. A 20 lbs. BC fire extinguisher must be visible on every level of the exhibit.

Any exhibit that is deemed a hazard by the MCCA must be removed from the facility. All costs for removal are the responsibility of the Licensee.

Exclusive Services

The Hynes is the exclusive provider of the following services: food & beverage, cleaning, public safety/security, medical, business center, coat check, electrical, telephone, internet, plumbing and the supply of compressed airs and gases, the use of the house sound system, rigging (some exclusions apply), the operation of ground-supported crank-ups, and the operation and provision of lifts for theatrical purposes.

Exhibitor Product

Exhibitors are prohibited from offering or selling any product(s) to any employee, agent, contractor or subcontractor working at the Hynes.

At the conclusion of the event all products must be either:

- Removed from MCCA facilities by the exhibitor; or
- Properly disposed of; or
- Donated to a previously identified non-profit charity; or
- Sold to an established business with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting from another event related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

ALL PERSONS, VEHICLES, BAGS, CONTAINERS, ETC. ARE SUBJECT TO SEARCH.

Fire Safety

Exhibits and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the Massachusetts Convention Center Authority (MCCA). The DPS, in conjunction with the City of Boston Fire Department (BFD), provide guidance to the MCCA for a safe venue for all guests and employees at our facilities.

Fire Safety Equipment

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that emergency exits, fire extinguishers, fire pull stations, fire department value boxes and fire alarm flashers are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to fine.

Fire Safety Limitations

The following limitations apply to all exhibits located in the exhibition halls in the Hynes:

1. The following items are fire-hazards and are prohibited for use in the Hynes:
    - Compressed flammable gases (exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the Hynes is limited to two (2) 1-pound UL approved canisters per cooking device; one canister in use and attached to the cooking device and one spare canister. Due to safety concerns, exhibitors may only use butane canisters purchased directly from Levy Restaurants. You are required to have a 20 lb. ABC fire extinguisher for your display when using butane.
    - Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
    - Untreated Christmas trees, cut evergreens or similar trees
    - Fireplace logs, charcoal and similar materials
    - Untreated mulch and Spanish moss or similar vegetation
    - Untreated hay or straw
2. The following shall be protected by automatic fire extinguishing systems:
    - Single-level exhibit booths exceeding 300 square feet (28 square meters) and covered by a ceiling
    - Each level of a multi-level exhibit, including the uppermost level where the uppermost level is covered by a ceiling.
    - Any home or house constructed within the exhibit hall must also include smoke/fire alarms and a 10lb. ABC fire extinguisher on each level.
3. A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). The Boston Fire Department prohibits the use of fabric as a ceiling display or covering.
4. The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters).
5. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Massachusetts State Building Code.
6. Open flame devices may be permitted when they

are a necessary part of the exhibit with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 20lb. ABC fire extinguisher present within the exhibit.

7. Candles are permitted so long as the flame from the candle does not exceed the height of the required fire safe enclosure, which is usually made of glass or other non-combustible material. Candles can be placed on tables only. Candles cannot be placed on any shelving, window ledges or sills, or any other place where the candle and its encasement could fall and cause injury and/or fire. Use of candelabras and other such arrangements are prohibited. Candles cannot be placed on, in, or near the same area with other combustibles, such as dried flower arrangements, confetti, etc. All candles and required encasements to be used must be approved by the MCCA Public Safety Department at least 60 days prior to the date of their intended use. The exhibitor is required to have a 10 lb. ABC fire extinguisher readily accessible within the exhibit.

8. Any vehicle or apparatus which has a fuel tank and is part of a display is required to be equipped with a locking (or taped) gas cap and contain no more than three (3) gallons of fuel, or 1/8 tank, whichever is less; at least one (1) battery cable used to start the engine must be disconnected and the end of the disconnected battery cable taped; vehicles shall not be started or operated with the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.

9. Curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated and submitted to the Boston Fire Department Chemist for approval. Material that cannot be treated for flame retardancy shall not be used.

10. All tent canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp. Additionally, exhibitors must have the manufacturer documentation available for on-site inspection. Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp. The exhibitor is required to have a 10lb. ABC fire extinguisher readily accessible within the exhibit. Individual exhibitor tents, canopies or tarps exceeding 300 square feet (28 square meters) shall be protected by automatic fire extinguishing systems. A single exhibit or group of exhibits covered by a tent, canopy or tarp that do not require sprinklers shall be separated by a distance not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). Tents exceeding 400 square feet (37 square meters) require a tent permit from the Boston Fire Department.

11. The General Service Contractor or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor coverings. The Boston Fire Department prohibits the use of carpet on walls, ceilings, seating products or as decorative material.

12. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system. Rigged items shall not exceed 300 square feet in surface area in a horizontal plane, nor be more than a 15 degree angle from a vertical plan relative to the exhibit hall floor.

13. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.

14. Exhibitors shall move, remove or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events.

Flame Retardant Treated Materials

The following rules apply regarding flame retardant treatments:

- All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and the State Fire Marshal.
- Combustible materials, ⅜" or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.

- The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame retardant, is prohibited.
- Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
- All materials must be certified by the Boston Fire Department within 6 months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Fire Department for testing.

Lasers

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by show management and the MCCA Public Safety Department. All lasers must comply with Massachusetts Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health at http://www.mass.gov/eohhs/consumer/community-health/environmental-health/exposure-topics/radiation/emf/

Food & Beverage Services

The Hynes prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive F&B service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants.

Levy Restaurants is the official caterer for all food and beverage services within the Hynes. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling, in conjunction with specific exhibits may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager.

In order to obtain authorization from your Catering Sales Manager to distribute food and beverage items, one of the following conditions must exist:

(1) The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute SAMPLE sizes (2 ounces of pre-packaged food items or 4 ounces of non-alcoholic beverages) of his/her product and cannot participate in cash sales of said product during the show.

--OR--

(2) The party interested in distributing food and/or beverage items must pay a fee (to be determined by a Levy Restaurants Catering Sales Manager) to waive its right to exclusivity under the MCCA Event License Agreement.

If a party brings unauthorized food and/or beverage items into the Hynes and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space.

Sampling Authorization Form – This form outlines policies and procedures pertaining to F&B sampling at the Hynes. The document contains specific information regarding allowable sample sizes, eligibility of sampling, method of distribution, etc. This form is required by Levy Restaurants in order to obtain permission to sample and to obtain a Temporary Food Service Permit.

Temporary Food Service Permit Application – The City of Boston Inspectional Services Division requires a temporary food service permit for any F&B served at the Hynes that is not sourced through Levy Restaurants. Permit fees begin at $30.00 for a one-day permit with $5.00 for each additional day of sampling (example: a 3-day permit costs $40.00). Please contact your event's Exhibitor Services Manager for additional information.
For more information on available Exhibitor Catering Services or further assistance, please contact Levy Restaurants Catering Sales Office – 617-954-2189.

Glitter, Confetti, Popcorn, and other materials

The use of glitter, confetti, sand or simulated snow types of material, as well as popcorn, is NOT permitted in the Hynes. Additionally, adhesive-backed decals may not be given away or utilized. Any costs incurred by the Hynes for the removal of these items will be charged to the exhibiting company.

Gratuities Policy

It is against the Hynes's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the Authority, or its contractors, agents, or suppliers, is strictly prohibited. Hynes personnel are required to report

any violation of this section to the Public Safety department, at (617) 954-2111. In addition, violation of this policy will subject the recipient of the tip or gratuity to termination of employment and/or dismissal from the building.

Guardrails

Any platform(s) exceeding 30" in height will require a Massachusetts State building code compliant guardrail system. The guardrail shall be 42" in height with balusters or solid materials such that a sphere with a four inch (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stairs

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi- level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is a part of a means of egress. The easiest way to address this issue with minimal cost is to secure a fitted piece of fire-rated plywood or sheet rock between the stringers against the back of the treads.

Hand-Carry Policy

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the approved loading areas. Exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the approved loading areas. No parking is allowed at the Boylston St. entrance and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by Hynes personnel.

Hand carried freight is defined as one item that can be easily carried by an individual exhibitor, without the need for dollies or other mechanized equipment.

Hanging Devices

Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits, on sprinkler pipes, or on ventilation equipment is strictly prohibited.

Lights

Only Underwriters Laboratories (UL) approved clamp-on types of portable spotlights are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater rated for 20 amp are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amps.

Material Handling

Exhibitors are allowed to perform their own material handling, provided they meet with all of the following criteria:

- Exhibit personnel performing the work must be bona fide, full-time employees ("authorized personnel") of said company.
- Exhibitors may choose to off-load from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles must be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the exclusive rigging service provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors.

Move-In Procedures

ALL Exhibitor Move-in is restricted to the Hynes loading areas. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/General Conditions Section of the Guide.

Non-Credentialed Exhibitor Staff

Exhibitor staff arriving at the facility must identify themselves with a photo ID (preferably a valid state issued motor vehicle operator's license) by the Loading Dock Officer. Once positively identified, the exhibitor will be referred to the Licensee in order to register and receive event credentials.

Parking on Loading Dock Limited to 20 Minutes

Exhibitor staff members parking on the loading dock and displaying their Hard Card in the dashboard of the motor vehicle for the purposes of unloading cargo have a limit of 30 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 30 minute limit and/or who do not display their officially issued Hard Card subject themselves to towing at the vehicle owner/operator's risk and expense.

Positive Means of Identification Required

While inside the facility Exhibitor staff must be in possession of a current and valid means of identifying themselves with photo identification (ID), preferably a state issued motor vehicle operator's license, etc.

Public Safety Recommendations

The MCCA is not liable for nor does the MCCA carry any insurance on Exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.
8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.

Smoking

The Hynes is a non-smoking facility. Smoking is NOT allowed in the facility at any, including move-in and move-out times. Licensee is responsible for any damages caused by attendees or contractors who smoke or use tobacco products in the building. Smoking areas are located outside the building. Anyone found removing, damaging or tampering with any smoke detectors will be immediately banned from the facility.

Solicitations

No solicitations or collections in the Hynes, whether for charity or otherwise, shall be made, attempted, or allowed, without prior written consent of the General Manager.

MCCA Services

The Hynes and its contracted entities are the exclusive providers of the following services: food & beverage, cleaning, electrical, telephone, Internet, rigging in the ballroom, the operation of ground-supported crank- up's, plumbing, the use of the house sound system
and the supply of compressed air and gases. Most of these services are available directly to exhibitors and can be provided through the Exhibitor Services Center. They are subject to prices and conditions on appropriate order forms. Our services can NOT be resold or bundled as a package without prior written approval from the General Manager. Discounts may apply to some services by meeting the advance payment deadlines and conditions notes on the forms.

For rates and additional information, exhibitors should contact our Exhibitor Services Department at (617) 954-2230 or visit our secure online ordering web site at www.massconvention.com.

ATM's

Guests will find an ATM on the lower level inside the Boylston Street entrance and inside the Prudential Center entrance.

Audio/Visual Services

The Hynes offers in-house A/V services on a preferred basis with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens, and computer interfaces are available, along with skilled operators. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V Companies must bring in a stand-alone speaker system.

Booth Packages

Our services can NOT be resold or bundled as a package without prior written approval from your Event Services Manager.

Business Center

The contracted in-house vendor is the exclusive service provider of the Business Center. From simple documents to complex projects and on-going programs the Business Center will provide document management solutions to meet your needs. The Business Center document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, notary public services, pack

and ship options, including express and ground service, fax service with delivery on incoming messages and desktop/word processing.

Satellite Services

Two downlink dishes are located on the roof of the Hynes. Signals may be distributed to any location in the building. Both C and Ku bands are available.
Transportation

Public Transportation

Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or "The T"). A number of excellent public transportation options are available for service to and from the Hynes. Additional information about public transportation in Boston can be found on the MBTA's website: http://www.mbta.com .

Taxi Services

There is a taxi stand located outside the Boylston Street entrance. This stand is operational 24 hours a day 7 days a week.

Parking Options

There are several local parking garages / lots in the vicinity of the Hynes. The facility does not have on site parking available. For additional information please see Section G of this guide.

LEVY RESTAURANTS HYNES AUTHORIZATION REQUEST

Sample Food and/or Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Hynes Convention Center (HYNES) and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the HYNES. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to ALL of the conditions outlined below.

General Conditions - Food Industry Related Shows

1. Items dispensed are limited to products ***Manufactured, Processed or Distributed*** by exhibiting companies.

2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
    a. Non-Alcoholic Beverages limited to **maximum of 4 oz**. Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
    b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (**2 oz. for beer/wine, 1.25 oz for liquor**) and can only be served by a licensed Levy Restaurants bartender.
    c. Food items are limited to "bite size", **not to exceed 2 oz.** portions or a 2 oz. prepackaged samples.
    d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.

3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or HYNES services.

IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

TAKE-AWAY ITEMS AND BUY-OUT FEES Any Food and Beverage brought on premises without the Written Authorization from Levy Restaurants, the HYNES and NAME Show Management is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted no later than DATE.

2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that do not fall within the Sampling parameters listed above may incur a **Buy-out Fee** by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will assessed:

1. $150.00 for a Small Visi Cooler
2. $300.00 for a Large Double Visi Cooler
3. $25.00 per Drop Off and Per Pick-up for Steward
4. $150.00 per day minimum for dry or refrigerated storage
5. $6.00 per 5 pound bag of ice

**Both the Refrigerator and Cooler require Stewarding Labor to drop off and retrieve the equipment. A Security Deposit of $250 per piece of equipment will also apply.*

SHIPPING/RECEIVING Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the HYNES from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

Exhibiting firm must provide Levy Restaurants with a certificate of liability with coverage of $1,000,000 per occurrence and naming Levy Restaurants Corporation and the HYNES as additional insured.
Information must be received no later than close of business (5:00 PM EST) on DATE.

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

SHOW NAME
DATE

Company Name_____Booth No. _____

Company Address_____

Contact Name_____ _____Telephone ( ) _____Ext_____

Email _____Onsite Contact_____ Cell _____

PLEASE SPECIFY: Item / Distribution Purpose / Quantity / Portion Size / Method of Dispensing

_____
_____
_____
_____

Agreed_____ Approved_____ Date_____
Exhibiting Firm Levy Restaurants

PLEASE RETURN FORM TO LEVY RESTAURANTS BY DATE TO ENSURE CONFIRMATION AND APPROVAL.

For additional services and information, please contact Levy Restaurants:

Cortney Fullerton, Catering Sales Manager
900 Boylston Street, Boston, MA 02115
phone 617-954-2379 fax 617-954-2032
cfullerton@levyrestaurants.com

CONVENTION FOLIAGE unlimited

3027 Sable Crossing
San Antonio, TX 78232
Phone: 210-637-7229
Fax: 210-637-7243
info@conventionfoliage.com

2014 VASCULAR ANNUAL MEETING® BOSTON JUNE 5–7

FLORAL ORDER FORM

DISCOUNT DEADLINE DATE: May 12, 2014 (Pay showsite price if ordering after deadline or at showsite)

FLOWERING & GREEN PLANTS (Rental)	DISCOUNT PRICE	SHOWSITE PRICE	QTY	TOTAL
Mum [ ] Yellow [ ] White [ ] Lavender	$25.00	$30.00		
Kalanchoe [ ] Red [ ] Pink [ ] Orange [ ] Yellow	$25.00	$30.00		
Azalea [ ] Red [ ] Pink [ ] White	$40.00	$45.00		
Bromeliad [ ] Red [ ] Pink [ ] Orange	$40.00	$45.00		
[ ] Fern [ ] Ivy Large	$40.00	$45.00		
[ ] Fern [ ] Ivy Small	$25.00	$30.00		
2-3 ft. Green Plant	$42.00	$47.00		
4 ft. Green Plant	$52.00	$57.00		
5 ft. Green Plant	$62.00	$67.00		
6 ft. Green Plant	$72.00	$77.00		
7 ft. Green Plant	$85.00	$90.00		
8 ft. Green Plant or taller	$15.00 ft.	$16.00 ft.		
Container Selection: [ ] Black [ ] White	FREE	FREE		
FLORAL SERVICES	**DISCOUNT PRICE**	**SHOWSITE PRICE**	**QTY**	**TOTAL**
12" high Seasonal Vase Arrangement	$60.00	$65.00		
18" high Seasonal Vase Arrangement	$80.00	$85.00		
20" high Tropical Vase Arrangement	$70.00	$75.00		
24" high Tropical Vase Arrangement	$90.00	$95.00		
Bud Vase / Boutonniere / Corsage	Quoted	Quoted		
Glass Fishbowl for business cards (purchase)	$25.00	$30.00		
Color Preference?				
Special Request?				

DESIGNER SERVICE:

Meet us at our booth for consultation. Date_____ Time_____

Contact Name:_____

Subtotal	
Add 6.25% Sales Tax	
TOTAL	

PAYMENT AND CANCELLATION POLICY: Payment must accompany order to receive discount prices. All orders must be paid-in-full prior to close of show. Adjustments cannot be made after show closes. Rental items cancelled after move-in begins will be refunded at 50% of the original cost. Floral items cannot be refunded after move-in begins.

RENTAL POLICY: Rental prices include delivery & pickup, container, and maintenance. Rental items and containers remain the property of Convention Foliage Unlimited. Missing items will be charged to the exhibitor at twice the showsite rate. All prices are for the entire show. Substitutions may be necessary due to seasonal or geograhical availability. Consult us for items not listed.

COMPANY NAME _____ BOOTH #_____

ADDRESS _____
(Street) (City) (State) (Zipcode)

ORDERED BY _____ PHONE_____

FAX _____ E-MAIL_____

[ ] CHECK ENCLOSED (Payable to CONVENTION FOLIAGE UNLIMITED in US funds drawn on US bank)

[ ] Visa [ ] MC [ ] AmEx [ ] Discover CARD #_____ Exp. Date _____

Print Cardholder Name _____ Signature_____

THE UNEXPECTED **AWAITS**

JOHN B. HYNES VETERANS MEMORIAL CONVENTION CENTER

EXHIBITOR CATERING MENU

MENU

MCCA

MASSACHUSETTS CONVENTION CENTER AUTHORITY

Levy Restaurants

PLAN WITH EASE

To help facilitate your event planning, our policies and procedures are provided below.

THE LEVY DIFFERENCE: THOUSAND DETAIL DINING

We believe that every occasion should be extraordinary. It's all about the food, and the thousands of details that surround it. Your dedicated Catering Sales Manager will partner with you to shape an experience that stands out. Together, we look forward to delivering The Levy Difference.

GUARANTEES

In order to provide the highest quality and service, a guaranteed number of attendees/quantities of food is required. Please refer to your Catering Agreement for more details.

If the guarantee is not received, Levy Restaurants will assume the number of persons/quantities specified on the original contracted event order is the minimum guarantee. Attendance or consumption higher than the minimum guarantee will be charged as the actual event attendance or consumption.

CHINA SERVICE

China service is a Levy Restaurants standard for all Meeting Rooms and Ballrooms, unless our high-grade and/or compostable, disposable ware is requested. All food and beverage events located in the Exhibit Halls or Outdoor Events (with the exception of plated meals), are accompanied by high-grade and/or compostable, disposable ware.

BAR SERVICE

For all events with alcohol service, a certified Levy Restaurants bartender is required. Alcohol cannot be brought into or removed from the premises.

LINEN SERVICE & DÉCOR

Levy Restaurants provides linen for most food and beverage events. For additional décor, we are pleased to assist you with centerpieces or arrangements. Additional fees will apply for any specialty items.

SPECIALTY EQUIPMENT

Specialty equipment such as water coolers and espresso machines are available. Please contact your Catering Sales Manager for options.

INCENTIVE PRICES

Incentive prices are valid for all orders placed more than twenty-one (21) days prior to the first day of the show.

SAMPLING

Food and/or beverage products may be sampled without waiver fee if the product being sampled is manufactured, produced or distributed by the exhibiting company. Sample sizes are as follows:

Alcohol: Contact your Catering Sales Manager

Food: Not more than 2 ounces

Non-Alcoholic Beverage: Not more than 4 ounces

TABLES AND ELECTRICAL NEEDS

Levy Restaurants Exhibitor Catering does not supply tables or electrical needs for your booth. Please contact your service contractor.

CONTACT

JOHN B. HYNES VETERANS MEMORIAL CONVENTION CENTER

900 Boylston Street
Boston, MA 02199
(617) 954-2189

MCCA

MASSACHUSETTS CONVENTION CENTER AUTHORITY

Levy Restaurants

YOUR EXECUTIVE CHEFS

CHRISTOPHER PULLING

Executive Chef Christopher Pulling brings the taste of New England alive at the Boston Convention & Exhibition Center. Modern preparations update traditional recipes passed down from the region's earliest settlers. Local seafood selections direct from the waterfront are complemented by hearty local favorites, serving up a melting pot of Boston flavors on every plate.

A graduate of the prestigious Culinary Institute of America, Christopher holds a degree in Hospitality and Culinary Arts, earned the title of Certified Executive Chef and Certified Culinary Administrator through the American Culinary Federation and holds a Certificate of Achievement in Advanced Baking and Pastry through the French Culinary Institute in NYC.

Christopher began his career with Levy Restaurants in 1999 at the Gaylord Entertainment Center in Nashville. In 2004, he joined Qwest Center Omaha as Executive Chef. Christopher was selected to the opening team of the Molson Center in Montreal and Bank One Ballpark in Phoenix, participated in the 2008 Olympic Swim Trial, 2006 All-Star Game and Super Bowl, 2005 Breeders' Cup, 2004 NFL Playoffs and multiple Kentucky Derbies, and has acted as a consultant for Manchester United and JFK Airport.

A veteran of the hospitality industry, Christopher brings 12 years of hotel and resort experience to the Levy family table. In his eight years with Hyatt Hotels and Resorts, Christopher earned numerous management awards, including Department of the Year. Two years at Destination Hotels & Resorts in Vail, Colorado, and an Area Chef position at Bristol Hotels & Resorts round out his experience.

MATTHEW ROACH

Executive Chef Matthew Roach pairs fresh local ingredients with seasonal specialties from around the world to create elevated cuisine at the John B. Hynes Veterans Memorial Convention Center. New England heritage comes alive through traditional regional recipes prepared with a modern twist. Classic Boston flavor in every bite.

Matthew joined the Levy family in 2002, accepting a position at Chicago's Lincoln Park Zoo. After 3 years, he was promoted to Stadium Club Chef at US Cellular Field, home of the Chicago White Sox. In 2006, Matthew traded in his jersey, to take the field with the Pittsburgh Pirates as Executive Chef at PNC Park.

With an energetic personality and plenty of pride, Matthew ensures a stellar experience for each and every guest. A graduate of the Pennsylvania Institute of Culinary Arts, Matthew exudes enthusiasm, a strong work ethic and a great sense of pride to every aspect of the culinary operations. Matthew ensures he is visible and accessible to all of the guests.

A master of his craft, Matthew has participated in numerous Levy Restaurants spotlight events, including the 2003 MLB All-Star Game, 2005 World Series and the Chicago Auto Show Gala.

MCCA

MASSACHUSETTS CONVENTION CENTER AUTHORITY

Levy Restaurants

EXPECT EXTRAORDINARY

Take a seat at our family table, where over 30 years of culinary and hospitality experience come together. Our business is creating the unforgettable and we understand every event stands alone. Experience our heartfelt hospitality and award-winning food in stunning surroundings, scaled to your needs and tailored to your taste.

EXHIBITOR CATERING MENU

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MADE-TO-ORDER MORNINGS

Start your day off right with our traditional continental breakfast and add your favorites for a custom dining experience!

	INCENTIVE PRICE	STANDARD PRICE
TRADITIONAL CONTINENTAL BREAKFAST • Orange and cranberry juices • Breakfast breads and Danish • Sweet butter and fresh fruit preserves • A selection of seasonal fruits and berries • Coffee and an assortment of hot teas	18.00 PER PERSON	20.00 PER PERSON
BACON, EGG AND CHEESE SANDWICH Bacon with Cheddar cheese and scrambled eggs on a buttery croissant	72.00 PER DOZEN	80.00 PER DOZEN
SCONES Spiced apple, blueberry, cranberry-orange and ginger	38.00 PER DOZEN	42.00 PER DOZEN
MUFFIN TOPS Low-fat and whole-grain	38.00 PER DOZEN	42.00 PER DOZEN
DANISH PASTRIES Fruit and cheese filled	38.00 PER DOZEN	42.00 PER DOZEN
BAGEL SHOP Fresh-baked bagels with low-fat and plain cream cheese **Power Requirements – (1) 110v/20amp outlet*	38.00 PER DOZEN	42.00 PER DOZEN
MARKET FRESH FRUIT PLATTER Honeydew, cantaloupe, pineapple and kiwi with seasonal berries and strawberry-yogurt dipping sauce (serves 10 guests)	50.00 PER PLATTER	55.00 PER PLATTER

Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees. No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employees.

SNACKS

Suggested serving size: 1 pound per 10 guests

	INCENTIVE PRICE	STANDARD PRICE
TORTILLA CHIPS Served with salsa cruda and guacamole	50.00 PER POUND	55.00 PER POUND
POTATO CHIPS AND GOURMET DIPS Kettle-style potato chips served with roasted garlic Parmesan, French onion and blue cheese dips	50.00 PER POUND	55.00 PER POUND
GRANOLA BARS	27.00 PER DOZEN	30.00 PER DOZEN
SNACK MIX	12.00 PER POUND	14.00 PER POUND
HERSHEY'S KISSES	12.00 PER POUND	14.00 PER POUND
PRETZEL TWISTS	12.00 PER POUND	14.00 PER POUND
DELUXE MIXED NUTS	18.00 PER POUND	20.00 PER POUND
WHOLE FRESH FRUIT	39.00 PER DOZEN	43.00 PER DOZEN
INDIVIDUAL LOW-FAT FRUIT YOGURTS	39.00 PER DOZEN	42.00 PER DOZEN
ASSORTED CANDY BARS (FULL SIZED)	36.00 PER DOZEN	40.00 PER DOZEN
INDIVIDUAL BAGS OF CHIPS AND SNACKS	36.00 PER DOZEN	40.00 PER DOZEN

Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees. No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employees.

BEVERAGES

Suggested serving size: 1 gallon per 12 guests

	INCENTIVE PRICE	STANDARD PRICE
AU BON PAIN COFFEE AND TEA Fresh-brewed regular and decaffeinated coffee, flavored Tazo teas	49.00 PER GALLON	54.00 PER GALLON
WICKED GOOD HOT CHOCOLATE Mini marshmallows, chocolate shavings and whipped cream	49.00 PER GALLON	54.00 PER GALLON
HOT APPLE CIDER Orange zest and cinnamon sticks	49.00 PER GALLON	54.00 PER GALLON
SPA WATER REFRESHER Natural spring water infused with fresh fruit	45.00 PER GALLON	50.00 PER GALLON
LEMONADE Fresh lemonade blended with your favorite flavors of strawberry, cranberry-lime or lemon-basil	59.00 PER GALLON	65.00 PER GALLON
FRESH BREWED ICED TEA BAR Assorted green and fruit flavored teas served with fresh cut lemons and simple syrup	59.00 PER GALLON	65.00 PER GALLON
BOTTLED JUICES (15.2 OZ.) Apple, cranberry and orange	90.00 PER CASE	99.00 PER CASE
ASSORTED PEPSI PRODUCTS (12 OZ.)	90.00 PER CASE	99.00 PER CASE
AQUAFINA BOTTLED WATER (16.9 OZ.)	90.00 PER CASE	99.00 PER CASE
FLAVORED POLAND SPRINGS SPARKLING WATER (16.9 OZ.)	90.00 PER CASE	99.00 PER CASE
WATER COOLER RENTAL **Power Requirements: 110V/20amps*	75.00 PER DAY	83.00 PER DAY
5-GALLON WATER JUG	35.00 EACH	38.50 EACH
CUBED ICE (5 LB. BAG)	6.00 PER BAG	7.00 PER BAG

Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees. No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employees.

SWEETS

	INCENTIVE PRICE	STANDARD PRICE
GOURMET BROWNIES Espresso, chocolate chunk, turtle and fudge	38.00 PER DOZEN	42.00 PER DOZEN
WHOOPIE PIES Chocolate, carrot cake and peanut butter	38.00 PER DOZEN	42.00 PER DOZEN
BAKED COOKIES Chocolate chunk, oatmeal raisin and peanut butter	34.00 PER DOZEN	38.00 PER DOZEN
GOURMET DESSERT BARS Raspberry, blueberry, lemon and nut-filled bars	38.00 PER DOZEN	42.00 PER DOZEN
CHOCOLATE COVERED STRAWBERRIES	60.00 PER DOZEN	66.00 PER DOZEN
GOURMET CHOCOLATE TRUFFLES Raspberry, white chocolate, mocha, Bavarian cream, caramel and dark chocolate	38.00 PER DOZEN	42.00 PER DOZEN
CHEESECAKE LOLLIPOPS Assorted flavors	42.00 PER DOZEN	47.00 PER DOZEN
MINI CANNOLI	38.00 PER DOZEN	42.00 PER DOZEN
RICE KRISPY TREATS Classic, hand-dipped chocolate and peanut butter	38.00 PER DOZEN	42.00 PER DOZEN
GOURMET CUPCAKE BAR A variety of flavors including lemon meringue, red velvet, chocolate peanut butter cup, jelly roll, double chocolate and vanilla bean	52.00 PER DOZEN	58.00 PER DOZEN
MACAROON MADNESS Vanilla, pistachio, coffee, raspberry, lemon and chocolate	34.00 PER DOZEN	38.00 PER DOZEN

Prices are exclusive of a 15% gratuity, 5% taxable administrative fee and 7% applicable sales tax or a 20% taxable administrative fee and 7% applicable sales tax, as determined by our staffing guidelines. The gratuity is distributed to banquet employees. No other fees or charges, including the administrative fee, represent tips, gratuities or service charges for any employees.

CHEF'S TABLES

Minimum of 20 guests per selection. All Chef's Tables include disposable ware. Beverages are not included

LITTLE ITALY

- Tomato Basil Soup
- Vegetable Chopped Salad – honey Dijon vinaigrette
- Pesto Pasta Salad
- Wood-Roasted Chicken
- Penne Primavera
- Grilled Asparagus
- Garlic Bread
- Tiramisu & Cannolis

INCENTIVE PRICE – 30.00 PER PERSON
STANDARD PRICE – 33.00 PER PERSON

TASTES OF NEW ENGLAND

- New England Clam Chowder
- Field Greens Salad with Balsamic and Ranch Dressings
- Garlic Poached Fingerling Potato Salad
- Braised Short Ribs – cranberry reduction & Parmesan polenta
- Four-Cheese Macaroni & Cheese
- Honey Glazed Carrots
- Assorted Whoopie Pies

INCENTIVE PRICE – 30.00 PER PERSON
STANDARD PRICE – 33.00 PER PERSON

FARM STAND SANDWICH & SALAD TABLE

- Harvest Grain Salad
- Classic Caesar Salad – Romaine hearts, traditional dressing, garlic croutons and shaved Parmesan cheese
- Italian Bulkie – shaved Genoa salami, cured ham, roast beef, marinated peppers, wilted spinach and Provolone with herb aïoli
- Tuscan Chicken – grilled herb marinated chicken, oven-dried tomato, balsamic onions and Provolone on rosemary focaccia
- Vegetable Salad Sandwich – pesto aïoli and baby spinach on a croissant
- Kettle-Style Potato Chips & BBQ Chips
- Assorted Dessert Bars

INCENTIVE PRICE – 28.00 PER PERSON
STANDARD PRICE – 31.00 PER PERSON

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BOX LUNCHES

A great option for the grab and go lunch!

BOX LUNCH	INCENTIVE PRICE	STANDARD PRICE
• Smoked Turkey on Wheat Bread – bacon, tomato, lettuce and herb aïoli	24.00 EACH	27.00 EACH
• Roast Sirloin of Beef on Focaccia – tomatoes, sweet onion jam and Boursin cheese	24.00 EACH	27.00 EACH
• Grilled Chicken on Focaccia – spinach, herb aïoli and Provolone cheese	24.00 EACH	27.00 EACH
• Ham and Swiss on Pretzel Bread	24.00 EACH	27.00 EACH
• "ZLT" Flatbread Sandwich – grilled zucchini, tomatoes, jalapeño Jack cheese and sun-dried tomato pesto	24.00 EACH	27.00 EACH
• Italian Chopped Salad – grilled chicken, crispy bacon, romaine, radicchio, tomato, red onion, ditalini and crumbled blue cheese with honey Dijon vinaigrette	24.00 EACH	27.00 EACH

EACH LUNCH INCLUDES:
- Whole Fresh Fruit
- Bag of Cape Cod Chips
- Dancing Deer Cookie

BISTRO BOXES	INCENTIVE PRICE	STANDARD PRICE
• Artisan cheese, gourmet crackers and seasonal fruit with honey and vanilla yogurt dip	18.00 EACH	20.00 EACH
• Seasonal vegetable crudités with roasted pepper hummus, sea salted edamame and pita chips	12.00 EACH	14.00 EACH
• Dry-aged salami, prosciutto and coppa ham, aged Provolone, cherry peppers, grilled focaccia and sun-dried tomato oil	20.00 EACH	24.00 EACH
• Fresh Mozzarella and vine-ripe tomato with balsamic, roasted red bell pepper, Kalamata olives, pickled carrot, onion and cauliflower served with basil pesto	20.00 EACH	24.00 EACH

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RECEPTION HORS D'OUEVRES

Prices shown below are incentive prices, and applicable to all orders placed at least 21 days prior to show start. Orders placed less than 21 days prior to show start are subject to standard pricing.

NEW ENGLAND SPECIALTIES

- Slow-Cooked Boston Baked Beans – caramelized onions and brown bread 3.00 PER PIECE
- Yankee Pot Roast – braised beef tips, sweet peas, carrots and potatoes topped with mini biscuits 4.00 PER PIECE
- BBQ Oyster – charred corn, smoky bacon and citrus aïoli 5.00 PER PIECE

FLATBREADS AND FLATINIS

- Fig and Blue Cheese Flatbread – sweet imported fig preserves, creamy blue cheese and green onions 4.50 PER PIECE
- Chicken Pesto Flatbread – fresh pesto, diced chicken, artichoke hearts, sun-dried tomatoes and Asiago 4.50 PER PIECE
- Mini Reuben Flatini – corned beef, sauerkraut and Swiss cheese on lightly toasted flatbread 4.50 PER PIECE

RETRO MINIS — CLASSIC FAVORITES!

- Beef Wellington Bites – horseradish cream 5.00 PER PIECE
- Frank 'n Blanket – cocktail sausage and flaky puff pastry 3.00 PER PIECE
- Chicken Cordon Blue – smoked ham and blue cheese sauce 3.50 PER PIECE

STUFFED MUSHROOMS

- Fennel Sausage and Garlic Bread Crumbs 4.00 PER PIECE
- Grilled Vegetable 4.00 PER PIECE
- Maine Lobster 5.50 PER PIECE

SUMPTUOUS SATAYS

- Ginger Chicken – sweet chili sauce 4.50 PER PIECE
- Sizzling Short Rib – Thai peanut sauce 5.00 PER PIECE
- Basil-Garlic Shrimp – chili lime mint sauce 5.00 PER PIECE

MINI CHILLED SHRIMP SHOOTERS

- Classic Fisherman's Wharf-Style – lemon horseradish cocktail sauce 6.00 PER PIECE
- Bayou-Blackened – remoulade sauce 6.00 PER PIECE
- Pesto-Marinated – lemon aïoli 6.00 PER PIECE

MINI ALL-BEEF BURGERS

- Tavern-Style Classic – American cheese and our secret sauce 5.50 PER PIECE
- Firehouse Burger – bacon and barbecue sauce 5.50 PER PIECE
- Gourmet Burger – truffle aïoli and Gruyère cheese 5.50 PER PIECE

COASTAL FAVORITES

- Signature Crab Cakes – lemon aïoli 6.00 PER PIECE
- Seared Sesame Tuna Wonton – seaweed salad and wasabi cream 6.00 PER PIECE
- Smoked Salmon Cracker – crème fraîche, capers and red onion 6.00 PER PIECE

GRILLED ARTISAN BREAD CROSTINI

- Tomato Basil – artisan olive oil 4.00 PER PIECE
- Whipped Ricotta – olive salad 4.00 PER PIECE
- Beef Carpaccio – garlic aïoli and Parmesan 4.00 PER PIECE

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QUESADILLAS

- House-Smoked Brisket and Cheddar Cheese – avocado crema 4.50 PER PIECE
- Ancho Chicken and Jack Cheese – salsa verde 4.50 PER PIECE
- Baby Spinach and Mushroom – pico de gallo 4.50 PER PIECE

SPOONS

- Ahi Tuna Tartare – lemon olive oil, capers and basil 6.00 PER PIECE
- Classic Steak Tartare – mustard, egg and shallots 5.00 PER PIECE
- Fresh Crab Salad – citrus aïoli and fresh chives 6.50 PER PIECE

MINIATURE TOSTADAS

- Spicy Seared Ahi Tuna – cilantro lime crema and jalapeño slaw 6.00 PER PIECE
- Duck Breast – pasilla peppers and tropical mango salsa 6.00 PER PIECE
- Hand-Pulled Chicken – black bean purée, queso fresco and pickled red onion 5.00 PER PIECE

HANDCRAFTED MINI SLIDERS

- Slow-Roasted Prime Rib – smoked Cheddar, caramelized onions and barbecue sauce 5.00 PER PIECE
- Breaded Chicken Parmesan – marinara and fresh Mozzarella 4.00 PER PIECE
- Homemade Meatloaf – crispy onions and sautéed wild mushrooms 4.00 PER PIECE

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RECEPTION DISPLAYS

	INCENTIVE PRICE	STANDARD PRICE
FARMER'S MARKET TABLE Chef's selection of local cheeses with fruit chutneys, local honey, crackers and farmer's market crudités with a variety of dips. Accompanied by fresh baked artisan breads and flavored olive oil (serves 25)	210.00	230.00
ARTISAN CHEESE BOARD Selection of local and imported farmstead cheeses, accompanied by housemade chutneys, local honey, artisan breads and crackers (serves 25)	210.00	230.00
GARDEN FRESH VEGETABLE BASKET Chef's colorful selection of the freshest market vegetables, served with buttermilk ranch dip, traditional hummus, fresh basil pesto, crackers and breadsticks (serves 25)	175.00	192.50
ANTIPASTI Imported cured meats, cheeses, local seasonal vegetables, marinated olives and warm spinach and artichoke fondue. Served with a variety of flatbread, crostini and breadsticks (serves 25)	225.00	247.50
SUSHI A selection of fresh made maki, including California rolls, spicy tuna rolls and smoked salmon rolls, as well as market fresh sashimi. Served with seaweed salad, wasabi, pickled ginger and a variety of dipping sauces (serves 25)	395.00	435.00
RAW BAR A selection of the freshest available chilled seafood. Served with artisan crackers, horseradish cocktail sauce, lemon aïoli, remoulade sauce and specialty hot sauces • Jumbo shrimp • Fresh oysters • Crab legs	MARKET PRICE	
SMOKED SALMON A great addition to the raw bar! Pastrami-smoked salmon served with classic garnishes, sliced pumpernickel and crème fraîche (serves 25)	275.00	302.50
MARKET FRESH FRUIT PLATTER Honeydew, cantaloupe, pineapple and kiwi with seasonal berries and strawberry yogurt sauce (serves 10)	50.00	55.00

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EXHIBITOR FAVORITES AND TRAFFIC PROMOTERS

Do you need a unique way to make your booth stand out from the crowd? We can help! Let us customize a booth traffic promoter to meet your needs. Here are a few ideas to get you started!
NOTE: Exhibitors are responsible for power requirements for all services listed below.

	INCENTIVE PRICE	STANDARD PRICE
CHOCOLATE CHIP COOKIE STOP	480.00	530.00
Cookie Oven includes: one case of 240 cookies, napkins, plates, serving platter. Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up **An attendant is required* **Power Requirements: 110volt/20amps (oven)*		
ADDITIONAL CASE OF COOKIES	480.00	530.00
ICE CREAM COOLER	480.00	530.00
Ice Cream Cooler includes: 10 dozen assorted ice cream bars and napkins. Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up **Power Requirements: 110volt/20amps (freezer)*		
ADDITIONAL 120 ASSORTED ICE CREAM BARS	480.00	530.00

CAMPFIRE S'MORES PACKAGE
On-stage roasted marshmallow sandwich with milk chocolate and graham crackers

INCENTIVE – 4.00 PER PERSON
STANDARD – 5.00 PER PERSON

Price does not include: Attendant, Work Space (Table), Trash Removal or Clean Up
**An attendant is required for this service*

DONUTS AND KEURIG COFFEE*
Eight dozen donuts to include chocolate, plain, glazed and butternut.
Paired with 96 cups of regular, decaf or flavored Keurig K-cups

INCENTIVE – 500.00 PER DAY
STANDARD – 550.00 PER DAY

Price does not include: Electric, Attendant, Work Space (Table), Trash Removal or Clean Up
**Power Requirements: 110volt/20amps*
***An attendant is optional for this service*

OTHER EXHIBITOR SERVICES

BOTTLED WATER WAIVER FEE
A waiver fee applies to any exhibitor bringing in logo bottles of water.
Waiver is priced per bottle – please contact your Sales Manager for details

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WICHES OF BOSTON

1,550.00 PER DAY

Attract crowds to your booth with a magical, cool mist! Starting with the finest ingredients, zapped by an instant jolt of liquid nitrogen, in mere seconds, smooth, flavorful creations emerge from a cloud of cool mist. No magic wand, no abracadabra, just a touch of modern culinary magic.

Appropriate supplies to include: rental of "Wiches of Boston" machinery, 2 trained 'mixologists', paper/plastic cups, spoons and napkins.

Price does not include: Electric, Work Space (Table), Trash Removal or Clean Up
**Power Requirements: TBD*

ALL ICE CREAM, FROZEN YOGURT AND SORBETS ARE AVAILABLE IN THE FOLLOWING SIZES:

4 OZ. SERVING 6.00 EACH
**minimum order of 250 cups*
3 OZ. SERVING 4.50 EACH
**minimum order of 350 cups*
2 OZ. SERVING 3.55 EACH
**minimum order of 450 cups*

MAKE IT AN ICE CREAM SANDWICH FOR 1.00 MORE!
ADDITIONAL ORDERS MAY BE PLACED ON-SITE IN 100 CUP INCREMENTS

ICE CREAM FLAVORS INCLUDE:

TRADITIONAL FLAVORS OF:

- Vanilla, Chocolate and Strawberry

OR

- Vanilla with crisp Italian almond cookie crumble and dark sweet cherries
- Nutella with toasted hazelnuts and crisp sweet pizzelle cookies

- Dark Belgian chocolate with chocolate caramel truffle
- Fresh mint with chocolate chunks
- Lemon with Blueberry Streusel
- Rich Italian espresso with lightly salted chocolate brownies
- Lightly salted caramel with praline pecans

FROZEN YOGURT FLAVORS INCLUDE:

Creamy smooth mango, blueberry, chai or strawberry
All can be complemented with sweet yogurt dipped pretzels or yogurt covered raisins

SORBET FLAVORS INCLUDE:

- Raspberry
- Passion fruit
- Mango
- Blood Orange

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MARKEY LTD ESPRESSO SERVICE

3,200.00 PER DAY

Our Baristi are fully trained to get the most from our state-of-the-art espresso machines. Our friendly crew ensures your guests will have a memorable visit, featuring drinks that you would see in any world-class espresso bar including Cappuccinos, Lattes, Americanos, Espressos and all the other favorites as well as herbal teas and hot chocolates.

Price per day includes up to 1500 servings (combination of 8 oz. cups for coffees and teas & 4 oz. cups for espressos), two trained staff to serve, counter, all equipment, consumables, stock, water and electrical supply. iPad menu is also provided for the bar.

POWER REQUIREMENTS

- Coffee machine: 5kW, 30Amp at 240 volts
- Grinder: 350W, 5 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts

MARKEY LTD VEGETABLE & FRUIT JUICE BAR

3,400.00 PER DAY

Two trained baristas will press fresh and seasonal locally sourced fruits and vegetables to produce the most natural of juices. Our menu is designed with nutritional values, taste and color in mind.

FLAVORS:

- Orlando Orange: Carrot, Apple, Ginger and Orange Juice
- Green Goddess: Celery, Cucumber, Spinach, Apple and Lemon
- Pink Lady: Apple, Pineapple and Beetroot

Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each.

POWER REQUIREMENTS

- Juice machines: 3 x 20 Amp at 110 volts (usually three machines are running)
- Refrigerator: 10 Amp at 115 volts

MARKEY LTD MILKSHAKE BAR

3,400.00 PER DAY

Traditional, old-fashioned thick and creamy flavorful milkshakes made to order using all-natural ingredients. The Markey Milkshake Bar will keep them coming all day long!

FLAVORS:

- Strawberry, Chocolate, Banana, Caramel - *Choose any or all!*

Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each.

POWER REQUIREMENTS

- Blenders: 4 x 13 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts

Prices do not include trash removal and cleaning service.

Your service includes the use of our counter with built-in refrigerator. If you prefer to use existing counter space within your booth for the service, please let us know.

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MARKEY LTD ITALIAN GELATO BAR

3,400.00 PER DAY

Two trained staff members to scoop and serve various flavors of Gelato with an array of flavors, a perfect attraction to your booth. Our menu of flavors includes intensely delicious dairy free sorbets and creamy gelato.

FLAVORS:

- Chocolate, Pistachio, Vanilla Bean, Dolce de Leche, Raspberry and Lemon.
  Our Gelato freezer can display up to 6 flavors.

Price per day includes up to 500 servings (5 oz. cups), two trained staff to serve, Gelato display cabinet, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each.

POWER REQUIREMENTS

- Gelato cabinet: 3 kW, single phase, 15 Amp at 110 volts. A 24 hours power supply is required for the Gelato cabinet.

MARKEY LTD SMOOTHIE BAR

3,400.00 PER DAY

Two trained baristas will cut, shake, stir and blend an exciting menu. Fresh fruit and natural fruit puree ingredients will be combined to create colorful and exceptional flavors.

FLAVORS:

- Fantastic 5: Blueberry, Blackberry, Strawberry and Raspberry with Cranberry Juice
- Tropic Passion: Mango, Passion Fruit and Watermelon with Orange Juice & Coconut Water
- Zinger: Strawberry, Banana, Lime Juice and Mint with Apple Juice
- Pinkie Deluxe: Strawberry & Morello Cherry with Low-Fat Natural Yogurt

Price per day includes up to 500 servings (8 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar Additional orders may be placed on show day with a minimum order of 100 servings at 5.00 each.

POWER REQUIREMENTS

- Blenders: 4 x 13 Amp at 110 volts
- Refrigerator: 10 Amp at 115 volts

MARKEY LTD FROZEN YOGURT OR SOFT SERVE ICE CREAM BAR

3,400.00 PER DAY

Two trained staff members to serve and garnish our popular Frozen Yogurt or Soft Serve Ice Cream Bar.

- Frozen Yogurt Flavors: Non-Fat or Natural Tart base
- Soft Serve Ice Cream: Vanilla
- Toppings for Both: Strawberry, Blueberry, Pineapple, Granola, Milk Chocolate Chips, Sliced Almonds, Coconut, Dries Cranberries and Gummi Bears
- Sauces: Chocolate, Caramel and Honey

Price per day includes up to 500 servings (5 oz. cups), two trained staff to serve, counter, all equipment, consumables, stock and electrical supply. iPad menu is also provided for the bar. Additional orders may be added on show day with a minimum order of 100 servings at 5.00 each.

POWER REQUIREMENTS

- Frozen Yogurt/ Soft Serve machine: 3 kW, single phase, 20 Amp at 110 volts.
- Refrigerator: 10 Amp at 115 volts

Prices do not include trash removal and cleaning service.

Your service includes the use of our counter with built-in refrigerator. If you prefer to use existing counter space within your booth for the service, please let us know.

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BAR SELECTIONS

Beverages are billed on consumption unless otherwise noted, bartender fees apply.

HOSTED DELUXE BAR

COCKTAILS

Featuring Ketel One, Bombay Sapphire, Johnnie Walker Black, Maker's Mark, Bacardi 8, Crown Royal, Sauza Hornitos Reposado, Remy Martin VS, Martini & Rossi Dry and Sweet Vermouth — 7.50 PER DRINK

WINES BY THE GLASS

Featuring Folie a Deux Chardonnay, Avalon Cabernet Sauvignon, Red Rock 'Reserve' Merlot and Beringer White Zinfandel — 7.00 PER DRINK

SPARKLING

Woodbridge Brut — 7.00 PER DRINK

Imported Beer — 6.50 PER DRINK
Domestic Beer — 6.25 PER DRINK

Bottled Water — 3.75 PER DRINK
Soft Drinks — 3.75 PER DRINK
Juices — 3.75 PER DRINK

HOSTED PREMIUM BAR

COCKTAILS

Featuring Smirnoff, Bombay, Dewar's, Jim Beam, Bacardi Superior, Canadian Club, José Cuervo Gold, Christian Bros. Brandy, Martini & Rossi Dry and Sweet Vermouth — 7.00 PER DRINK

WINES BY THE GLASS

Featuring Woodbridge by Robert Mondavi Chardonnay, Cabernet Sauvignon, Merlot and White Zinfandel — 6.25 PER DRINK

SPARKLING

Woodbridge Brut — 7.00 PER DRINK

Imported Beer — 6.50 PER DRINK
Domestic Beer — 6.25 PER DRINK

Bottled Water — 3.75 PER DRINK
Soft Drinks — 3.75 PER DRINK
Juices — 3.75 PER DRINK

Cash bar options are available.
All bar services require a Levy Restaurants bartender.

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EXHIBITOR CATERING ORDER FORM

EXHIBITING COMPANY INFORMATION			
Company Name *(Include Booth Name if Different):*			
Billing Address:			
City, State, Zip Code:		Country:	
Main Telephone Number:			
Main Fax Number:			
Email Address:			

SITE INFORMATION	
Event Name:	
Booth Number:	
On-Site Contact Name:	
On-Site Contact Cell Number:	

DELIVERY DATE	DELIVERY TIME / END TIME	DESCRIPTION	QTY	TOTAL PRICE

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This letter serves as my formal written authorization and approval for you to charge the credit card indicated below for any and all charges related to food services at the BCEC. This letter shall constitute my express written permission for you to charge, to the extent not previously paid for, the credit card for the initial deposit, the balance due before and any charges incurred during the event.

CREDIT CARD AUTHORIZATION	
Card Type: ☐ Visa ☐ MC ☐ AMEX ☐ Discover	Billing Zip Code:
Credit Card Number:	Exp Date:
Card Holder Signature:	Card Holder Name:

Mail, Fax or Scan To: Cortney Fullerton – Catering Sales Manager
Levy Restaurants | John B. Hynes Veteran Memoral Convention Center
Phone: 617.954.2379 | Fax: 617.954.2281 | Email: cfullerton@levyrestaurants.com

Oscar Einzig Photography and Video Services

Exhibit Photography Page 1

Exhibit Video & Event Photography Page 2

Video Production Page 3

Order Form Page 4

Video Production FAQ Page 5

Exhibit Photography & Video - *Includes color corrected, high resolution images with unlimited usage rights shipped via ground service within 7 business days from the end of the show unless otherwise stated below. E-Delivery of images and video reel will be uploaded to Dropbox for 15 days or your FTP site within 5 business days from the end of the show. For expedited delivery on any services, please contact us.*

		QTY
8x10 Print per view	**$140.00**	_____
Digital Image on CD per view	**$175.00**	_____
Digital Image E- Delivery per view	**$190.00**	_____
8x10 Print & Image on CD per view	**$200.00**	_____
8x10 Print, Image on CD & E- Delivery per view	**$225.00**	_____.
Dynamic Exhibit Photography- ***(Ideal for Exhibit Builders and Product shots)*** **Complete Studio Look with Post-Production per view**	**$475.00**	_____

Imaging technicians will remove background, distracting objects or wall graphics, in addition to color correction. Both the original view and enhanced view will be delivered on both on CD and an 8x10 print.

Additions to Exhibit Photography

On-site Delivery of Exhibit Photography **$75.00** _____
All unmanipulated *digital images or video reel surrendered on-site on USB drive within 24 hours after image capture.*

Duplicate CD of entire order **$50.00** _____

Additional 8x10 Prints **$36.00** _____

***NEW* Video Reel – (4 view minimum)** **$450.00** _____
30 seconds- 2 minutes of HD BRoll video of booth, without sound, captured during photography session.

***NEW* Video Reel – (No minimum Photography Order)** **$650.00** _____
30 seconds- 2 minutes of HD BRoll video of booth, without sound, unscheduled before or during show hours. Please notate on Order Form (p.4) with or without people.

***NEW* Video Reel Post-Production** **$300.00** _____
Includes a 30-45 second edited video with stock music and limited graphic. Delivered electronically within 10 business days from the final day of the show

Subtotal Page 1 _____

Exhibit Photography & Video Pro Packages- *Includes color corrected, high resolution images with unlimited usage rights shipped via ground service within 7 business days from the end of the show. E-Delivery of images and video reel will be uploaded to Dropbox for 15 days or your FTP site within 5 business days from the end of the show.* **QTY**

Pro Pack A **$1,055.00** _____
Includes 6 views of the exhibit delivered both on CD and 8x10 prints.

Pro Pack B **$2,105.00** _____
Includes 15 views of the exhibit delivered both on CD and 8x10 prints. Also includes Complimentary Photo Reel.

***NEW* Pro-Pack A w/ Video Reel** **$1,390.00** _____
Includes 6 views of the exhibit delivered both on CD and 8x10 prints and 30 seconds- 2 minutes of HD BRoll video of booth, without sound, captured during photography session

***NEW* Pro-Pack B w/Video Reel** **$2,440.00** _____
Includes 15 views of the exhibit delivered both on CD and 8x10 prints and 30 seconds- 2 minutes of HD BRoll video of booth, without sound, captured during photography session.

***NEW* Video Reel Post-Production** **$300.00** _____
Includes a 30-45 second edited video with stock music and limited graphic. Delivered electronically within 10 business days from the final day of the show

E- Delivery of Pro Pack **$150.00** _____

Additional Pro Pack Views per view **$75.00** _____

Event Photography -*All event photography services are to be used for timed special events only and must be booked in consecutive hourly increments to obtain discounted pricing. For expedited delivery on any services, please contact us.*
QTY

Photographic Coverage and Delivery of all images on DVD **Hours** _____
$350.00 for first hour, $300.00 for second hour, $250.00 for any additional hours
Delivery of color corrected, high resolution images with unlimited usage rights within 7 business days from the end of the show.

On-Site Delivery of Event Images on a 4 GB USB Drive **$75.00** _____
*Surrender of **all unmanipulated** digital images on-site on USB drive within 2 hours after the end of the assignment.*

Upload of Event Images to Social Media Site Post-Event **$50.00/hr.** _____
Time based upon photographic coverage booked above. All digital images uploaded to your social media site of choice within 4 hours after the end of the assignment.

For upload of images to Social Media ***during*** an event, or branding of images with logos or text, ***please contact us for further information.***

Description of Event: _____

_____

Location: _____

Date: _____ **Time:** _____

One hour minimum, booked in hourly increments. Events taking place away from the main convention center are subject to a two hour consecutive minimum. Travel time to and from event might result in additional fees. Does not include Exhibit or Product Photography.

Green Screen Photography/On-site Printing- Place attendees into digital backgrounds. Add custom borders, logo or message. Attendees can receive professional prints or digital uploads. Packages start at $1,200.00. Please contact us for further information.

Subtotal Page 2 _____

HD Video Production- *All delivered video footage includes unlimited usage rights.* QTY

All-Inclusive Video Package **$1,875.00** _____
Up to 2 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit, 1 edited and produced video up to 3 minutes long with rough cut and 1 edit. Includes intro, outro, stock music and titling. First draft delivered online within 15 days from the final day of the show. Final video delivered online upon final approval.

B Roll 120- Scheduled Raw Footage* Capture **$1,400.00** _____
Up to 2 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit at the time of your choice during show hours. Delivery of raw footage on a USB drive within 10 business days from the final day of the show.*

Half Day B Roll Shoot **$1,875.00** _____
Up to 4 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit. Delivery of raw footage on a hard disk drive within 10 business days from the final day of the show.*

Full Day B Roll Shoot **$2,875.00** _____
Up to 8 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit. Delivery of raw footage on a hard disk drive within 10 business days from the final day of the show.*

Video Production Additions **QTY**

1 Additional Wireless Mic **$75.00** _____
More than 2 mics will require a sound mixer and may require a sound tech on-site. Price for sound mixer and tech determined by scope of the project.

Post-Event Editing (3 Minute Video) **$1,250.00** _____
An additional standard edited and produced video including intro, outro, stock music and titling up to 3 minutes long with rough cut and 1 edit from existing footage. Delivered online within 15 business days from the final day of the show.

Raw Footage Delivery Options
External hard disk drive **$200.00** _____

***Raw Video Footage Disclaimer**
All raw footage is provided as is and may not be usable directly.
It is meant to be edited by a professional before use and saved in the appropriate format.

For examples of the video products, please visit http://vimeo.com/channels/535755

Description of Video: _____

_____

_____

_____

Location: _____

Date: _____ **Time:** _____

(Telephone confirmation to be provided upon receipt of form.)

Subtotal Page 3 _____

Order Form

Bill To Company _____

Billing Address _____

City _____ State _____ Zip _____

Ordered By _____

Phone _____

Fax _____

Email _____

Name on Card _____

Card Number _____ Exp. ____

Signature _____

Ship to Company _____

Shipping Address _____

City _____ State _____ Zip _____

Ship to Attention _____

Ship to Email _____

Subtotal Page 1 _____

Subtotal Page 2 _____

Subtotal Page 3 _____

Sales tax _____
(Products delivered in IL subject to 9.25% sales tax. Products delivered in Texas- applicable sales tax apply)

Shipping & Handling **$20.00**
(Via ground services)

TOTAL _____

Booth Name _____

Booth # _____

On-site Contact _____

Cell# _____

Onsite Instructions_____

_____

_____

_____

Exhibit Photography/Video Reel Instructions

Monitors ___ON ___OFF
Lights ___ON ___OFF
With People___ Without People___ Staff Shot___

Must be prepaid with a Check, Visa, Mastercard or American Express. Cancellations received less than one week prior to the first day of exhibitor move-in will be billed at 50%. Photography Orders ship within 7 business days after closing date of show unless otherwise stated. Claims must be made in writing within 7 days of receipt of materials. Oscar Einzig does not work on speculation. 8/13

Video Production FAQ's

Video Shoot:

Actual filming times may be shorter than the time the videographer is scheduled to be at your booth. Scheduled shoot times include setup and breakdown of videographer equipment and may vary depending on the type of shoot and the equipment. Setup and breakdown typically take 10-15 minutes each for a standard one camera shoot. The amount of footage a videographer records depends on the amount of activity going on within the booth.

Standard HD Kit- includes 1 wireless mic, tripod and 1 light kit (on-camera or external - videographer's choice). The light kit is dependent on the shoot needs. We will only supply an on-camera light unless specifically requested otherwise. Please contact us for additional or specific equipment needs.

Delivery of Raw Footage:

Raw footage is footage captured directly from the camera and is not typically used "as is". In most cases the footage will need to be transferred into an editing program to even be viewable. It is intended to be edited by a professional editor before a final usable version is produced. Raw footage file formats will vary depending on camera equipment and editing equipment used. We will charge $300.00 for a Half-Day Shoot and up to $350.00 for a Full-Day Shoot for the conversion of raw footage files to viewable MOV files.

Raw footage such as B Roll is usually shipped within 10 business days from the last day of the trade show. For expedited delivery please contact us.

Online delivery is by **yousendit.com** or **wetransfer.com**. The maximum file size for online delivery is 2 GB.

Raw footage can be delivered on USB drives or external hard disk drives as well. We generally will use a USB stick for data less than 8 GB and a hard disk drive for data over 8 GB in size.

Editing Services:

We provide a variety of editing services for all videos we shoot. Please contact us for custom editing needs.

Production Service:

We provide a complete suite of video production services for corporate events, product demonstrations, testimonial videos and others, in addition to videos we produce for you at trade shows. Please contact us for details.

Project Management:

For videos being edited, we require feedback to our editors within 10 business days of the end of the show. All projects will be deemed completed if we do not receive customer feedback by that point. A project restart fee of $225.00 will be accessed to reopen a project for 30 days.

We do not store your raw footage for more than 30 days past the completion of your project. We do offer raw footage/video storage for up to 1 year for $350.00 per project. This storage will make it easier to edit a new video or modify an existing video that we have produced.

We provide email feedback and notifications. Please make sure to whitelist **support@igot2know.com** email address to ensure our emails do not go to your spam folder.

2014 VASCULAR ANNUAL MEETING BOSTON JUNE 5–7

June 5 – 7, 2014
Hynes Convention Center
Boston, MA

RILLAHAN EVENT STAGING AND PRODUCTION

Audio Visual Rental Order Form

Order early and save, orders received after May 21st will be subject to the ON-SITE SHOW RATE

Computer Equipment	QTY	Advanced	Onsite	Total
Video & Computer Equipment				
22" LCD Monitor		$200.00	$240.00	
24" LCD Monitor		$300.00	$360.00	
27" LCD Monitor		$400.00	$480.00	
32" LCD Monitor		$500.00	$600.00	
42" LCD Monitor		$800.00	$960.00	
55" LCD Monitor		$1,000.00	$1,200.00	
Laptop Computer		$250.00	$300.00	
Desktop Computer Workstation		$250.00	$300.00	
iPad WIFI only		$125.00	$175.00	
Multimedia PC Speakers		$75.00	$90.00	
DVD Player w/Repeat		$100.00	$120.00	
Plasma Wall Mounts & Stands				
72" Tall Plasma Floor Stand w/shelf		$150.00	$180.00	
Wall Mount (included)		N/C	N/C	
Additional A/V				
We offer a large range of projection and sound systems to meet your specifications. Please call for quote.				

Totals: Payment is due when order is placed		
1	**Equipment Total:**	
2	**Setup / Delivery:** ***(30% of line 1 or $90.00 min)***	
3	**MA Sales Tax: (6.25% of line 1)**	
4	**Sub Total:**	
5	**Total Due:**	

All equipment will be delivered on June 3rd and 4th | On-Site Contact: Doreen Rillahan | 978.618.6405

On Site Contact: _____ Booth Number: _____

On Site Cell: _____ Delivery Day/Time: _____

FAX: 530-730-3772 or Email: Orders@Rillahan.com

Rillahan & Associates 45 Alpine Lane, #430 Chelmsford, MA 01824 T: 978-863-0200

2014 VASCULAR ANNUAL MEETING BOSTON JUNE 5–7

June 5 – 7, 2014
Hynes Convention Center
Boston, MA

RILLAHAN EVENT STAGING AND PRODUCTION

Company Information

Company Name: _____

Company Contact: _____

Contact Email: _____

Billing Information

(Please Print Clearly)

Payment: ☐ Mastercard ☐ Visa ☐ American Express ☐ Check

Credit Card Number: _____

Expiration Date: _____ CID: _____

Card Holders Name:
(as it appears on card) _____

Billing Address: _____

City/State/Zip: _____

Card Holder's Signature: _____

Ordering Instructions

The total charge per item is determined as a **SHOW RATE**, that is the items selected are charges for the **ENTIRE** Event.
TAX EXEMPT STATUS – If you are exempt from payment of sales tax, an exemption certificate must be included with the order.
There are NO Equipment charges for setup days prior to the event.
Please include applicable Sales Tax on Equipment.
To guarantee equipment availability and advanced rate, submit your request **14 days prior** to delivery.
Operator labor, if requested is subject to the prevailing hourly rate with a 4 hour minimum.
All **CANCELLATIONS** must be received 72 hours prior to delivery date to avoid a minimum 1 day charge.

Fax both pages to: 530-730-3772 or E-mail to: Orders@Rillahan.com

CompuSystems
Lead Management

Dear Exhibitor:

CompuSystems, the show's official registration provider, also offers a suite of lead retrieval products and services designed to help you maximize the return on your investment from exhibiting and turn qualified buyers into sales. This comprehensive, 360-degree approach to lead management will connect you with attendees before, during and after the show.

Pre-Show, TrafficMax attendee promotional services can be used to drive traffic to your booth. This system can be used to target buyers, so you can then send a customized marketing message to your target audience. Once onsite, CompuLEAD lead retrieval products are designed to help you quickly and effectively capture and qualify leads on the show floor. When the show ends, exhibitors that used a CompuLEAD device have access to myLeads, our free premier post show follow up service.

Use the following order forms to learn more and sign up for these valuable services today. If you have any questions, one of our knowledgeable exhibitor services representatives is standing by to help you place your order.

Have a Great Show!

CompuSystems

Think Big Picture!

Get the most out of your trade show investment! Use our products and services to capture and qualify attendees on the show floor and promptly follow up on your leads when the show ends.

Can you afford not to take advantage of these valuable services?

checklist

- ☐ **Used TrafficMax to attract attendees to my booth**
- ☐ **Ordered a CompuLEAD lead retrieval device to capture and qualify my sales leads onsite**
- ☐ **Used myLeads to promptly follow-up with my sales leads**

ORDER ONLINE
www.compusystems.com/order

For assistance (inside the U.S.)
call toll-free: 866.600.LEAD (5323)

For assistance (outside the U.S.)
call: +1 708.786.5565

LEAD RETRIEVAL OFFICIAL PROVIDER

CompuSystems

CompuLEAD Products

CompuSystems offers a suite of lead management products and services designed to help exhibitors quickly and easily capture and qualify leads on the show floor. Our products read trade show attendee badges and instantly capture comprehensive sales leads. Using lead retrieval enables you to qualify leads with follow-up action codes, eliminates hand-keying leads into your database for quicker lead follow-up and gives you demographic information on attendees you wouldn't otherwise receive collecting business cards.

descriptions

CompuLEAD Mobile Elite

A handheld device with robust surveying and qualifying capabilities. Has a large touch screen and attached stylus. Plus instant online access to sales leads. *Electricity needed to charge unit, nightly charging required.*

- QWERTY keyboard for extensive note taking and lead editing
- Complete with 10 standard qualifiers and 4 standard survey questions
- Create custom lead qualifiers or survey questions (addl. charges will apply)
- Optional wireless printer (addl. charges will apply)

CompuLEAD Mobile

Capture leads anywhere with this lightweight handheld device, and quickly read attendee badges without removing badge from holder.

- Leads provided electronically
- Note taking functionality
- Complete with 10 standard qualifiers
- Create custom lead qualifiers (addl. charges will apply)

CompuLEAD Smart

A powerful and easy way to capture sales leads both on and off the show floor – using your own Smartphone! Download the app from your app store after ordering, and activate via a unique access code. App works with all iPhone and iPad devices with iOS 6.0 and above, and Android with OS Froyo 2.2 and above.

- Scan the barcode on the attendee's badge or enter the number found on the badge to capture their contact information
- Complete with 10 standard qualifiers and 4 standard survey questions or create your own custom qualifiers or survey questions
- Edit lead contact information and add notes
- Instant online access to sales leads (data plan or Wi-Fi required)
- Send electronic literature immediately to your leads right from within the app (addl. charges will apply)

CompuLEAD Desktop

Drop and record design reads attendee badges and instantly prints comprehensive sales lead reports. Requires electricity.

- Complete with 10 standard lead qualifiers
- Receive your leads electronically (addl. charges may apply)
- Create custom lead qualifiers or surveys (addl. charges will apply)
- Optional keyboard for taking notes (addl. charges will apply)

terms & conditions

By completing the Lead Retrieval Order Form, you agree to be held liable for the return of the CompuLEAD unit and its accessories. If the unit is not returned within 1 hour after the show floor closes, a $100 late fee will be charged per day to the credit card on file until the unit is returned. If the unit is not returned or returned damaged, a $1500 replacement fee will be charged. If the CompuLEAD keyboard is not returned a $50 replacement fee will be charged. If the GPRS Modem or Wireless Printer is not returned a $750 replacement fee will be charged. If the snap-on charger for the Mobile Elite is not returned a $250 replacement fee will be charged. If the power cord for the Wireless Printer or Mobile Elite is not returned a $100 replacement fee will be charged. If the unit or accessories are subsequently returned to CompuSystems, the fees may be reduced by CompuSystems. You, not CompuSystems or Show Management, are responsible for the proper use and safekeeping of the equipment.

CompuSystems

CompuLEAD
Lead Retrieval Order Form

Vascular Annual Meeting
June 5 - 7, 2014
Hynes Convention Center, Boston, MA

ORDER ONLINE: www.compusystems.com/order | **EARLY BIRD DEADLINE:04/07/14 ADVANCE DEADLINE:04/22/14**

best value! complete packages

Select a package for everything you need to capture, qualify and follow up with your leads.

	EARLY BIRD	ADVANCE	STANDARD	QTY	TOTAL
CompuLEAD Mobile Qualifier Elite (181) Includes electronic leads, custom qualifiers, instant online lead access, QWERTY keyboard for note taking and lead editing, wireless printer and delivery, setup and in-booth training.*	$665	$745	$850	____	$_____
CompuLEAD Mobile Qualifier (113) Includes electronic leads, custom qualifiers, and delivery, setup and in-booth training. *	$545	$615	$700	____	$_____
CompuLEAD Desktop Qualifier (101) Includes electronic leads, custom qualifiers, and delivery, setup and in-booth training. *	$510	$575	$660	____	$_____

mobile app

	EARLY BIRD	ADVANCE	STANDARD	QTY	TOTAL
CompuLEAD Smart App (173A) *Smartphone not included. Data-plan or Wi-Fi plan required. One app required per phone.* Includes instant online lead access, and custom qualifiers/survey questions if you place your order online. Scan the barcode on the attendee's badge or enter the number found on the badge to capture a lead. App works with all iPhone and iPad devices with iOS 6.0 and above, and Android with OS Froyo 2.2 and above. Device must have a camera with an auto-focus feature to scan the barcode. Price is for one show only. *	3 Activation Codes Included				
	$460	$490	$520	____	$_____
Additional CompuLEAD Smart App Activation Code (173B)	$115			____	$_____

a la carte

Select individual products and don't forget to order valuable enhancements (located below).
See product description sheet for more information.

	EARLY BIRD	ADVANCE	STANDARD	QTY	TOTAL
CompuLEAD Mobile Elite (176A)	$440	$480	$530	____	$_____
Wireless Printer for Mobile Elite (177)	+$75	+$90	+$110	____	$_____
CompuLEAD Mobile (13A)	$390	$430	$480	____	$_____
CompuLEAD Desktop (01A, 103)	$350	$390	$440	____	$_____

enhancements

	EARLY BIRD	ADVANCE	STANDARD	QTY	TOTAL
Keyboard (03) Available for CompuLEAD Desktop.	$ 30	$ 35	$ 40	____	$_____
Custom Qualifiers (05, 18, 180) Available for CompuLEAD Desktop, CompuLEAD Mobile, and CompuLEAD Mobile Elite. *	$ 90	$105	$125	____	$_____
Custom Survey (06, 179) Available for CompuLEAD Desktop and CompuLEAD Mobile Elite . *	$ 90	$105	$125	____	$_____
Delivery, Setup & In-Booth Training (08) Available for all "a la carte" products.	$ 95	$110	$130	____	$_____

* Custom Qualifiers and Custom Survey questions must be received at the time your order is placed. Any changes to your qualifiers or survey after your order is processed (either pre-show or onsite) will result in a $50 service fee.

electronic literature

	QTY	TOTAL
Electronic Literature Solution (EXP) Reduce your cost to exhibit by eliminating the need to print your literature and minimize paper waste! Purchase up to 15 electronic company brochures (PDFs, up to 5 MB each) to be included in myLeads, the attendee post-show follow-up system, as well as available on pre-show Connect*ME* services. If you purchase the CompuLEAD Smart App, your literature can also be distributed to your leads right from within the app. Available for all "a la carte" products and the CompuLEAD Smart App. ***Give us a call us to learn more!*** $ 50 each	____	$_____

Using your own scanning equipment? Please note that the barcode is encrypted. Call 708.786.5565 for information and pricing on obtaining full lead information post-show.

payment

Contact Name/Title | Company Name | Booth # (Required)

Address

City | State | Zip Code | Country

Phone | Onsite Cell | Fax

E-mail | Alternate E-mail (to receive leads post-show)

ALL ORDERS SUBJECT TO A $100 CANCELLATION FEE
NO REFUNDS AFTER 05/06/14
No refunds on CompuLEAD Smart

☐ Check *(payable in U.S. funds to CompuSystems; order form must accompany check)*
☐ Visa ☐ MC ☐ Amex

Credit card deposit **required** for all rentals. If paying by check, credit card will not be charged unless unit is damaged or not returned on time.

By signing this order form, I declare that I have fully read, understand and agree to abide by the Terms and Conditions listed on the product description page.

Card Number | Expiration Date

Cardholder Name | Cardholder Signature

Subtotal	$_____
Processing Fee	$ 15.00
TOTAL	$_____

All applicable taxes will apply.

ORDER ONLINE
www.compusystems.com/order

FAX ORDERS TO:
+1 708.344.4444

MAIL ORDERS TO:
CompuSystems, Inc.
P.O. Box 6271
Broadview, IL 60155, USA

FOR ASSISTANCE CALL:
(INSIDE U.S.) toll free 866.600.LEAD
(OUTSIDE U.S.) +1 708.786.5565

Requires 110v AC Circuit.

enhancements

Don't forget these valuable add-ons!

Custom Lead Qualifiers — Qualify your prospects in ways that are unique to your company. This option works just like Standard Lead Qualifiers, except you create and supply us with your own qualifiers. You can create up to 99 custom qualifiers, 21 characters long, including spaces. Simply provide your list of qualifiers when you place your order. **Option for Desktop, Mobile, & Mobile Elite**.

Custom Survey — Survey questions allow you to qualify your prospects and customize your post-show follow-up effort. Simply provide your survey questions with your faxed order, and we will program your survey to print on the paper lead form after a badge is scanned. **Option for Desktop & Mobile Elite**.

Delivery, in-booth setup and training — Have your units delivered direct to your booth. A CompuSystems technician will also set the machines up in your booth and train your staff how to use them.

Keyboard — This valuable option allows you to take electronic notes using the CompuLEAD Desktop unit. Say goodbye to handwriting your notes and hello to keying them in! **Option for Desktop**.

Wireless Printer — This valuable option allows you to print via Bluetooth from a hand-held device. **Option for Mobile Elite**.

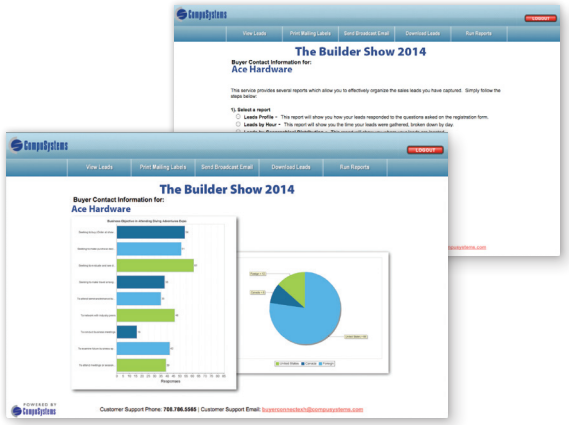
myLeads Follow-Up Services

Included FREE with all CompuLEAD rentals

CompuSystems offers premier post show follow-up services for exhibitors *and* attendees. After the show, both exhibitors and attendees will receive a personal myLeads email inviting them to view their contacts and take advantage of a powerful suite of post show follow-up services.

Exhibitors can:

- Easily keep track of the attendees who stopped by their booth
- View and print their leads
- Send broadcast emails to their list of leads
- Print mailing labels from their list of leads
- Create reports based on the following criteria:
  - Lead Ranking
  - Leads Profile
  - Leads by Hour
  - Leads by Geographical Distribution



Attendees can:

- View and download company information for exhibitors they visited
- Send follow-up emails to exhibitor contacts

It's never been easier to follow up with your leads — and it's FREE!

Electronic Literature Solution

Add this option to your order and GO GREEN!

- Reduce printing and shipping costs for the event
- Avoid the literature paper-jam carried around by attendees
- Minimize paper waste and harm to the environment
- Increase your company exposure

The easy and cost-effective way to ensure your information gets into the hands of attendees!

CompuSystems
P.O. Box 6271, Broadview, IL 60155
Phone: +1 708.786.5565 • Fax: +1 708.344.4444
www.compusystems.com

Join the CompuLEAD Users Group
LinkedIn

Custom Lead Qualifier Template

All the CompuLEAD lead retrieval units come equipped with ten standard lead qualifiers. For an additional charge, you can choose to create and supply CompuSystems with qualifiers specific to your company using the template below. Simply select the Custom Lead Qualifiers option on the lead retrieval order form, and fax this template to CompuSystems along with your order. Your lead retrieval product(s) will then be programmed with the qualifiers you specified.

You may create up to 99 Custom Lead Qualifiers, up to 21 characters long (including blank spaces).

In addition to letters and numbers, the following characters may be used: dashes, greater than and less than symbols, and plus and minus signs.

01. _____
02. _____
03. _____
04. _____
05. _____
06. _____
07. _____
08. _____
09. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

If you need additional space beyond what this template allows, you may attach a separate sheet of paper to this form continuing the number sequence.

Fax with your order form to: +1 708.344.4444

The following qualifiers come standard with every unit rented:

Standard Lead Qualifiers

Lead Ranking
- 01 A-Lead
- 02 B-Lead
- 03 C-Lead

Follow Up
- 06 E-mail Info
- 07 Mail Info
- 08 Have Rep Call

Authority
- 04 Influencer
- 05 Decision Maker

In-Booth Action
- 09 Gave Literature
- 10 Gave Demo

Use this template to create your own custom codes, which will replace the standard qualifiers listed above. Please keep a copy for your records.

All qualifiers will be programmed into your lead retrieval unit prior to show start. For CompuLEAD Desktop, the first 40 qualifiers will be printed and placed in a viewing tray onboard the unit; the remainder will be printed and given to you. For CompuLEAD Mobile and Mobile Elite, you will be able to view your list of qualifiers on the unit's screen. For CompuLEAD Smart, you must customize your qualifiers **PRIOR** to activation.

Show Name _____

Company Name _____

Booth Number _____

TrafficMax

Trade Show Promotional Services

Vascular Annual Meeting
June 5 - 7, 2014
Hynes Convention Center, Boston, MA

Maximize traffic to your booth with TrafficMax trade show promotional services. This user-friendly, online attendee list rental and marketing system will help you reach qualified buyers for your products and services. It's never been easier or more cost effective to market your presence at the show, and also help ensure a return on your exhibiting investment.

- Increase booth traffic
- Send professional-looking marketing messages
- Increase company exposure
- Find more customers like your best customers
- Tailor your promotions to a specific audience
- Save time and money

attendee list rental

Target buyers by industry segment, demographic profile or geographic area. Lists counts can be modified to meet your budget requirements.

- Qualified registrant list direct from show organizer
- Promote your booth when and how you want
- Pricing and list counts calculated prior to finalizing your order – no hidden fees

List Rental

Cost per record:	$ 0.15
Minimum order:	$250.00

label printing

View and print Avery 5160 mailing labels in PDF format for the list you select.

- Save time – select a list and generate labels simultaneously
- Labels are formatted for you
- Create professional looking mailers

List Rental (see note)

Cost per record:	$ 0.15
Minimum order:	$250.00
Setup Fee:	$ 75.00

broadcast email

Drive traffic to your booth by sending an electronic message to your targeted audience. This flexible system supports HTML and plain text email messages.

- Cost efficient marketing effort
- Send professional-looking emails, with opt-outs managed for you
- View real-time HTML tracking reports

List Rental (see note)

Cost per record:	$ 0.15
Minimum order:	$250.00
Setup Fee:	$ 75.00
Addl. Cost per record:	$ 0.12

note

The Broadcast Email service requires attendee list rental. List rental charges will apply. You will NOT receive a copy of the list when you take advantage of this service; the service applies as a one-time use. This also applies for Label Printing; an additional copy of the list will NOT be provided in another format.

information

ONLY THE FEATURES LISTED ARE AVAILABLE FOR THIS SHOW.

For additional information, visit:
www.compusystems.com/exhibitors-list.html

Questions? Contact a TrafficMax Specialist at +1 708.786.5565.

Email notifications will be sent to the key contact 6-8 weeks prior to the show.

The easy and cost effective way to market and drive traffic to your booth!